

横田基地職員求人案内 2026年4月23日

Yokota Vacancy Announcement for Local National Positions 23 Apr 2026

指定履歴書の様式が変更されました。今後は新様式での提出が必要となります。

日本の祝日のため締切日が延長されております。Due to JN Holiday, the Closing date has been extended.

締切日 Closing Date: 労務管理機構横田支部(エルモ) 2026年5月8日(金) 17時 The LMO : 8 May 26 (Fri) at 17:00

民間人人事部雇用課 2026年5月11日(月) 15時 The CPS : 11 May 26 (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	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 プロジェクト管理課 374 Civil Engineer Squadron – CENMP	1-7	4(2)	MLC	内部・外部 INT/EXT	2/26
技師職 (土木) * Engineer (Civil)	施設中隊 業務部オペレーションズ 374 Civil Engineer Squadron - CEOER	1-7	4(2)	MLC	内部・外部 INT/EXT	12/5
クラブマネジャー Club Manager	軍支援中隊 将校クラブ 374 FSS/FSBD-W1	1-7	3	IHA	内部・外部 INT/EXT	新規 New
住宅管理職 (監督) Supervisory Housing Manager	施設中隊 374 Civil Engineer Squadron – CEIHH	1-6	3	MLC	内部・外部 INT/EXT	4/9
管理分析職 Management Analyst	装備即応中隊 374 Logistics Readiness Squadron	1-5	3	MLC	在日米軍従業員 USFJ Employee	3/27
予算専門職 * Budget Technician	施設中隊 374 Civil Engineer Squadron – CEIAR	1-5	3(2)	MLC	在日米軍従業員 USFJ Employee	4/9
航空運輸専門職 Air Traffic Specialist	運用支援中隊 374 Operation Squadron – OSAA	1-5	2	MLC	内部・外部 INT/EXT	4/9
エンジニアリング専門職 (電子) 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
電話交換職 Telephone Operator	通信中隊 374 Communication Squadron/SCOSO	1-3	2	MLC	内部・外部 INT/EXT	新規 New
ホテル事務職 Hotel Desk Clerk	軍支援中隊 関東ロッジ 374 FSS/FSVL	1-3	2	IHA	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	1/29
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
電線工 Electrical Lineman	施設中隊 374 Civil Engineer Squadron - CEOFE	2-7	0	MLC	内部・外部 INT/EXT	12/18
冷蔵及び空気調節機械工 ** Refrigeration and Air-Conditioning Mechanic	施設中隊ハウジングメンテナンス 374 Civil Engineer Squadron - CEL	2-7	0	MLC	内部・外部 INT/EXT	4/9
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		2-6				
ボイラー装置操作工 Boiler Plant Operator	施設中隊 374 Civil Engineer Squadron - CEOIH	2-6	0	MLC	内部・外部 INT/EXT	4/9
コック Cook	軍支援中隊 多摩ロッジ 374 FSS/FSWL	2-5	1	IHA	内部・外部 INT/EXT	1/29
コック Cook	軍支援中隊 下士官クラブ 374 FSS/FSBE-X2	2-5	1	IHA	内部・外部 INT/EXT	1/15
営繕工 Maintenance Worker	軍支援中隊 多摩ロッジ 374 FSS/FSWL	2-5	0	IHA	内部・外部 INT/EXT	新規 New
虫疫係 *** Insect and Rodent Controller	施設中隊 374 Civil Engineer Squadron - CEOIE	2-4(5)	0	MLC	内部・外部 INT/EXT	再掲示 Re-ad
ペストコントロール機械操作工 Pest Control Equipment Controller						
カミサリーワーカー Commissary Worker	横田カミサリー DeCA/WLXWG	2-3	0	MLC	内部・外部 INT/EXT	4/9
警備員 Guard	憲兵中隊 374 Security Forces Squadron	3-1	1	MLC	内部・外部 INT/EXT	2/12

* 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 requires language proficiency level (LPL) indicated, but if applicants have required work experience, knowledge, skills, 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.

*** 育成レベルの職種です。必要な研修を終了後、監督者の要請により目標等級に昇格します。

This is a developmental position. Upon completion of the required training, employees will be promoted to target grade by supervisor's request.

● 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	契約 Contract	募集範囲 Area	揭示日 Open Day
発電装置修理工 Power Generating Equipment Repairman	施設中隊 374 Civil Engineer Squadron - CEOFP	2-7	0	MLC	内部・外部 INT/EXT	9/18
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	3/26

● 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	契約 Contract	募集範囲 Area	揭示日 Open Day
ホテル事務職 Hotel Desk Clerk	軍支援中隊 関東ロッジ 374 FSS/FSVL	1-3	2	IHA	内部・外部 INT/EXT	新規 New
販売事務職 Sales Clerk	軍支援中隊 多摩ゴルフ 374 FSS/FSWG	1-3	2	IHA	内部・外部 INT/EXT	4/9
カウンター・アテンダント Counter Attendant	軍支援中隊 将校クラブ (ルート 16) 374 FSS/FSBD-W4	2-3	1	IHA	内部・外部 INT/EXT	4/9
ハウスキーパー職 Housekeeper	軍支援中隊 関東ロッジ 374 FSS/FSVL	2-3	1	IHA	内部・外部 INT/EXT	3/12
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

下記募集範囲の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 are assigned to the announced area of recruitment.

職種 Job Title	部隊 Organization	等級 Grade	語学 LPL	契約 Contract	募集範囲 Area of Recruitment	揭示日 Open Day
燃料配給組織機械工フォーマン A Fuel Distribution Mechanic Foreman A	施設中隊 ウォーター&フューエル システムズ メンテナンス 374 CES/CEOIU	2-8	1	MLC	施設中隊従業員 374 Civil Engineer Squadron	新規 New

- **新様式の指定履歴書はLMOウェブサイトよりダウンロードできます。** https://www.lmo.go.jp/recruitment/oubo/honsyu_kyusyu/oubosyorui/airforce.html
- **監督者の要望により職種によっては締切日が早まる場合があります。Closing date may be changed upon management request for some vacancies.**
- **同職種名の求人が複数ある場合は必ず希望職種の部隊名、等級、雇用形態(常用/限定等)を明記してください。**未記入の場合受理されないことがあります。
- 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 other 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/CENMP (Project Management) | 2. Basic Wage Table, Grade, and LPL:
BWT 1-07, LPL-4(2) |
|--|---|

3. 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	550-869	2nd

4. Knowledge, Skills, and Experience:

- Knowledge and skills in civil engineering, including structural design, site development, and infrastructure projects.
- Software skills, specification of expected proficiency level (example: intermediate proficiency in Microsoft suite, Excel for project budgeting and tracking.)

5. Education and/or License Requirement:

- A college or university graduate with specialized education in engineering is required. Possession of a professional license is highly preferred.

6. License Requirement:

- Current possession of a Valid Ordinary Driver's License (Automatic transmission only is not allowed).

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

Responsible for program/project management of all aspects of assigned activities and civil engineering projects from conception to construction completion/financial closeout to include Government of Japan (GOJ) funded as well as US funded design/construction projects.

Performs professional duties as the Civil Engineering Squadron (CES) recognized expert covering the full range of civil engineering expertise.

Performs construction management. Visits construction sites during execution of assigned projects to verify USAF directives and decisions are carried out. Documents and reports to contracting officers any observed violation of contract requirements. Coordinates with internal and outside agencies as necessary to ensure appropriate corrective actions are taken for noted deficiencies

Responsible for engineering support of in-house programs. Acts as senior civil engineer making technical decisions as required

Minimum Qualification

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

3. 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	480-549	140-209	50-79	550-869	2nd

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 (Automatic transmission only is not allowed).

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

Conduct performance, preventative maintenance and corrective maintenance analysis, resource optimization and life-cycle requirements planning for the base facilities.

Perform 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.

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

Minimum Qualification

1. Position Title, Number:
Club Manager, #0055
374FSS/FSBD-W1 (Officers' Club)

2. Basic Wage Table, Grade, and LPL:
BWT 1-07, LPL: 3 (IHA)

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:

- Experience as a manager/supervisor of a food and beverage activity.
- Training and/or experience in operating computers and multiple office automation software.
- Training and/or experience to translate documents from English to Japanese and vice versa.

Work Schedule:

- Work Hours: 1300 - 2200
- Workdays: Tuesday-Saturday (Recess: 1500-1600)
- Off Days: Sunday and Monday

Remarks:

- This position is subject to the provisions of the “Sales Volume Classification Criteria” in IHA. Please see next 2 pages and submit a signed copy with your application.
 この職種には諸機関労務協約（IHA）の「売上高による格付基準」という規定が適用されます。次項2ページをご確認のうえ署名済みの用紙を応募書類とともにご提出ください。
- The duty location/ section / work schedule may be changed at management’s request. For any questions or concerns, please contact the Local National Staffing Section.

Main Duties

Plans, organizes, and directs the operation of the activities in assisting the area supervisors. Implements directives and assist in formulating policies, procedures and programs to ensure high standards of food, beverage, sound financial management, and adequate facilities.

Plans and schedules work in a manner that promotes smooth flow. Identifies need for changes in priorities, discusses issues with subordinates as necessary and takes action to implement such changes. Establishes the method for employees to follow; sets and adjusts priorities; and prepares schedules.

Exercises personnel management responsibilities. Provides directions and guidance to subordinates. Select or recommend selection of candidates for vacancies, promotions, details, and reassignments in consideration of skills and qualifications and mission requirements.

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.

ご応募に当たっての説明事項 Explanatory Notes for Applicants

応募者の皆様へ

To all applicants

職種 Club Manager へのご応募にあたり、担当者から特にご留意いただきたい項目について説明いたします。内容をご理解いただいた上でご署名をお願いいたします。

As for your application for job number #0055, we would like to explain about the points to which you need to pay special attention. Please provide your signature upon understanding the contents of items.

基地従業員に適用される労働条件等について

Working conditions, etc., applicable to USFJ Employees

今回ご応募いただく職種 Club Manager は「諸機関労務協約（IHA）」の下で雇用され、労働条件等は諸機関労務協約（IHA）に定められています。

The job number #0055 for which you are applying will be employed under "Indirect Hire Agreement (IHA)." Working conditions, etc., are stipulated in the IHA.

応募職種 Club Manager に適用される給与制度について

Pay system applicable to the job number #0055 you are applying for

今回ご応募いただく職種 Club Manager には、諸機関労務協約（IHA）の「売上高による格付基準」という規定が適用されます。この制度は、今回ご応募いただく職種 Club Manager の等級が職場の月平均売上高の変動に応じて定期的に見直しされ、等級が変動されることがある制度です。この制度の適用により、当該職位の等級が上がり給与は高くなる（基本給増額）又は、等級が下がり給与は低くなる（基本給減額）可能性があります。

The job number #0055 for which you are applying is subject to the provisions of the "Sales Volume Classification Criteria" in the IHA. Under this system, the grade of the position may be reviewed periodically, and grading of the position may change based on the organization's average monthly sales. Through the application of this system, the grading of the position may go up or down depending on sales which may also impact your pay (decrease in monthly base pay or increase in monthly base pay).

私は、この書類に記載された内容について説明を受け、その内容を理解した上で職種 Club Manager に応募します。

I am applying for the job number #0055 upon briefed on the information contained in this document and understand its contents.

<応募者の署名>
<Signature of Applicant>

<署名日>
<Date of Signature>

令和 8 年 4 月 23 日

- * ご不明な点につきましては、下記までお問い合わせください。
- * なお、この書類にご署名いただけない、又はこの書類を応募書類締切日までにご提出いただけない場合は、応募職種 Club Manager の選考試験の受験を拒否されたり、不採用となる可能性がありますので、ご了承ください。
横田防衛事務所 (TEL : 042-551-6722)
エルモ横田支部 (TEL : 042-542-7663)
- * 現従業員の方でご不明な点等ある場合は、今回応募職種 Club Manager を募集している軍の人事課までお問合せください。横田基地人事部雇用課 (DSN:225-3923)

Date: 23 Apr 2026

- * If you have any questions, please contact us at the phone numbers below.
- * Please be advised that your failure to sign or submit this document by the application deadline may result in your being refused to take the selection examination for the job number #0055 or rejected for selection.
Yokota Defense Office (TEL: 042-551-6722)
LMO Yokota Branch (TEL: 042-542-7663)
- * If you are a current USFJ employee and have any questions, please contact 225-3923 the Local National Staffing Section, Yokota Air Base where job number #0055 is advertised.

Minimum Qualification

1. Position Title, Number:
Supervisory Housing Manager 0357
374 CES/CEIHH (Housing Management)

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

3. Language Proficiency Level (LPL):

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:

- At least one-year experience performing the functions of a housing counselor or related field and general administrative housing-related duties.
- Knowledge of housing assistance programs, legal and regulatory requirements, and customer needs for on and off-base housing.
- Ability to brief senior management, project owners, and other base personnel of Department of Defense (DoD) personnel on policies and procedures.
- Ability to assign work to subordinate employees based on mission priorities.

Work Schedule:

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

Remarks:

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

Main Duties

Plans, supervises, and performs all housing counselor functions when needed and general administrative supervision of housing counselor tasks in support of the Housing Element operations.

Manages all aspects of housing counselor assistance to ensure compliance with legal and regulatory requirements and meets customer needs.

Exercises management responsibilities and receives or establishes appropriate procedures for the housing management program.

Performs routine and non-routine studies and surveys to assess unprecedented problems to improve the housing program and participates in the administration of housing management.

Ensures familiarization and utilization with the primary workflow management system, eMH, HOMES.mil, TRIRIGA, or other approved Computerized Management System (CMMS).

Minimum Qualification

1. Position Title, Number:
Management Analyst, #0118
374 LRS/LGRM

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

3. Language Proficiency Level (LPL): 3

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

4. Work Experience:

- More than one year of work experience in clerical and administrative duties.
- Skilled in operating computers with office automation software, such as Microsoft Word, Excel, Outlook, etc. to prepare documents and maintain record.
- Work experience related to material management/analysis

Work Schedule:

- Work Hours: 40 hours / week
- Monday - Friday
- Work Schedule: 715 – 1600 *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

Performs trend analysis, problem analysis and special studies in relation to the organization's supply function such as the Customer Complaint Analysis, Supply Discrepancy Report (SDR) Analysis, Inventory Analysis, and the Post-Post Analysis. Determines the areas/functions which require review and analysis on a regular basis to better understand and assess the quality of operations and to promote the efficiency of the responsible function. Based on collected/reported findings and conducted analysis composes the final report/documentation which include examination of the nature, proportions, functions, and the relationships of the various parts to the process for submission to the senior analyst and/or supervisor for review.

Conducts annual surveillance visits of responsible supply functions to evaluate its efficiency and the quality of service provided to customers. Stays abreast with updated procedures/instruction; makes required changes/additions on the checklist developed at Major Command (MAJCOM) or base level to tailor them to the specific flight(s)/section(s) accordingly.

Monitors the SBSS to detect/identify any violation of computer security. Prepares the transmittal letter to accompany each surveillance report when security violations are found.

Minimum Qualification

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

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

4. Language Proficiency Level (LPL): 2 at 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	430-549	140-209	50-79	56--869	2nd

5. Knowledge, Skills, and Abilities:

- A minimum of 3 years' 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.
- Ability to work as a team and collaborate with others is desirable.

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, particularly in the processing of reimbursable funds via reimbursable payments made by various customers, and analysis for said programs; and various funding types, such as one-year, multi-year, O&M, Military Family Housing (MFH) 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 generate reports.

Minimum Qualification

1. Position Title and Number:
Air Traffic Specialist, 0417
374 OSS/OSAA

2. Basic Wage Table, Grade, LPL
BWT 1-5, LPL-2

3. Language Proficiency Level (LPL): 2

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

4. Knowledge, Skills, and Abilities :

- Skills to operate flight data telecommunications system for receiving and transmitting flight information.
- Ability to monitor radio navigational aids and maintain flight plan information for aircraft movement.
- Ability to maintain liaison with Japanese Air Defense Force Flight Service Station dispatchers, interpret information, and pass to Airfield Management leadership for action.

5. License Requirement :

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

5. Other:

- Must be able to complete a comprehensive job training program.
- Must be performed assigned duties both in office and outdoor settings and in all types of weather.
- Involves moderate risks requiring special safety precautions regarding noise, munitions, and moving aircraft.

Work schedule:

- Work Hours: 40 hours / week
- Workdays: Mon - Fri
- Work Schedule: 0600 - 1500 or 1400 - 2200

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

Processes flight plans, conducting necessary research and/or queries in the coordination of scheduled flights. Conducts briefings to communicate information required by aviators.

Utilizes military flight data telecommunications system to receive and transmit flight information between worldwide U.S. military base operations, Federal Aviation Administration (FAA), Flight Service Station (FSS) and International Civil Aviation Organization (ICAO).

Provide detailed assistance to military pilots and pilots of private, foreign, and contract aircraft in planning route of flight.

Utilizes native language abilities to coordinate/translate pertinent airfield information pertaining to flight movement information, flightline driving, equipment requirements, escort duties, and airfield construction and/or projections to host nation contractors.

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:
Telephone Operator, #0217
374CS/SCOSO

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

3. Language Proficiency Level (LPL): 2

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

4. Skill and Experience:

- Experience in customer service, telecommunications, or a related field.
- Verbal communication skills and professional phone manners.

Work Schedule:

- Work Hours: 40 hours/ week
- Work Days: 5 days a week including Sat and Sun
- Work Schedule: Shift Rotation Schedule (Work schedule is subject to change)
Day1: 0700-2000 Day2: 0700-1900 Night: 1900-0700

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 a computerized console telephone switchboard system to receive, transfer and transmit calls in a variety of ways including providing information and procedures on worldwide DSN, local, domestic and international dialing, access to international operators, in-country Embassies, local and domestic concessions, residences and organizational listings; expedites calls based on established priorities; inputs telephone toll tickets, search data base with programed software and directory information to update database; interprets basic military jargon, phonetic and military/civilian rank structure on the U.S. military.

Maintains a safe, orderly and neat work environment; complete required online computer and annual refresher training as instructed; prepares a variety of correspondence, reports, etc., as requested; performs all transmitting and receiving of all Facsimile documents. All outgoing/incoming documents must reach the Supervisory Telephone Operator in a timely manner.

Performs other related or incidental duties as assigned.

Minimum Qualification

1. Position Title, Number: Hotel Desk Clerk, #0156 374FSS/FSVL (Kanto Lodge)	2. Basic Wage Table, Grade, and LPL: BWT 1-03, LPL-2 (IHA)
--	--

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 in customer service such as dealing with English speaking customers in person, working at front counter, receiving telephone call, etc.
- Skills in operating computers.
- Skills to handle receiving payment in the form of cash, credit cards, etc.

5. Physical Qualification:

- Requires lifting and carrying luggage weighing up to 50 pounds (Approx.22 kg).
* Must state your capability in application forms.
- Requires standing for prolonged period of time.

6. License Requirement:

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

Work Schedule:

- Work Hours: 40 hours/ week
- Work Days: Tuesday - Saturday
- Off Days: Sunday and Monday
- Work Schedule: Day shift: 0830-1715 (Recess:1200-1245)
Swing shift: 1515-0000 (Recess:1830-1915)
Mid shift: 0000-0845 (Recess:0500-0545) *Rotation 3 shift

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

- Receives and confirms room reservations by fax, email, telephone or personal contact.
- Prepares a daily activity report to track and analyze customer flow of the facility and may prepare the consolidated daily activity report.
- Presents statement to departing guests and receives payment in the form of cash or credit card and make changes as appropriate for each customer transaction.
- Assists in restocking/re-arranging saleable merchandise
- Provides housekeeping of the lounge, front desk area during duty hours to ensure that cleanliness and orderly are maintained at all times.
- Transport lodging guest to/from on base lodging facilities.

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:
Cash Accounting Clerk #0036
374FSS/FSBE-X1 (Enlisted Club)

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

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:

- 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. Cash checks as requested for facility members and receives payments for dues. Records all monetary movements for the facility in the appropriate system and/or documents for appropriate management of cash flow.

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.

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 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 採用基準	
<p>1. Position Title, Number / 職種名、職番: Electrical Lineman, 電線工, 2090 374 CES/CEOFF (Electrical Shop) 施設中隊 (電気ショップ)</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"> • 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。 <p>4. License Required / 必要免許:</p> <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) 	
<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	
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	
<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 374CES/CEL 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 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	
<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。

1. Position Title, Number/職種名、職番: Refrigeration and Air-Conditioning Mechanic - Advanced Trainee, #2223 冷蔵及び空気調節機械工 アドバンス訓練生	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

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。
(意訳)

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.

雇用条件:

この職種は任務遂行に不可欠なものとして指定されている。緊急時や非常事態において、在日米軍の任務を遂行するために出勤または勤務することが求められる。ただし戦闘活動や動員には適用されません。

Minimum Qualification

- | | |
|--|--|
| 1. Position Title, Number:
Cook #2038
374FSS/FSWL (Tama Lodge) | 2. Basic Wage Table, Grade, and LPL:
BWT 2-05, LPL-1 (IHA) |
|--|--|

3. Language Proficiency Level (LPL) Requirement: 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:

- 3+ years of experience in food preparation and cooking for customers.

5. Others:

- Culinary license/certificate preferred.

Work Schedule:

- Work Hours: 40 hours / week
- Work Days: 5 Days / week
- Days Off : Monday and Tuesday / Tuesday and Wednesday.
- Work Schedule: Shift Schedule
0545-1430 / 0645-1530 / 0945-1830 / 1045-1930 / 1145-2030 (Recess: 45 min)

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

Prepares and cooks a variety of menu items including breakfast, lunch, dinner entrees and desserts using standard recipes and cooking techniques. Evaluates varieties of raw and cooked food items to determine if they are fresh and whether cooked foods are done by their appearance, consistency, texture, and temperature. Plans, coordinates, and times work assignments to assure food items are prepared on time and are at the proper temperature.

Uses, maintains and cleans tools to include toasters, steamers, meat slicers, warmers, electric/gas ovens/burners, and microwave ovens. Cleans equipments, and assigned areas utilizing health, safety and sanitation practices, procedures, rules and regulations to maintain a safe and clean work environment.

As required removes empty dishes from tables/ counters after customers are finished and clean the table area. Maintains the required level of sanitation and cleanliness of work areas at all times. Attends training sessions provided by the management intended to enhance job performance.

Minimum Qualification

1. Position Title:
Cook #2038
374FSS/FSBE-X2 (Enlisted Club)

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

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:

- Professional cooking experience preparing a wide variety of menu items from raw ingredients, following standard recipes.
- Ability to assist the supervisor in oversight and provide direction in the kitchen.

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
 - Work Schedule: Shift Schedule
 1. 0530-1430 (Recess: 1130-1230)
 2. 0600-1500 (Recess: 1200-1300)
 3. 0800-1700 (Recess: 1400-1500)
 4. 1230-2130 (Recess: 1600-1700)
- *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

As a senior cook, assists the supervisor in oversight and providing direction in the kitchen. Monitors individual work schedules, oversees preparation of a full range of raw or precooked foods; provides on-the-job training to subordinate cooks on food preparation and associated topics, food standards and utilization of leftovers to ensure that the skill and knowledge are enhanced and up to date.

Prepares and cooks a variety of menu items including regular and special diet entrees and dessert items using standard recipes and cooking techniques. Evaluates varieties of raw and cooked food items to decide if they are fresh and whether cooked foods are done by their appearance, consistency, texture, and temperature. Plans, coordinates, and times work assignments to assure food items are prepared on time and are at the proper temperature.

Cleans and/or oversees cleaning of the food preparation area and cooking utensils routinely in accordance with sanitation standards. Ensures 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: 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こと
- Ability to operate hand and power tools safely and effectively.
手工具および電動工具を安全かつ効果的に操作する能力

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 (AT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 tons 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 frequently lift and carry up to 50 pounds unassisted. (*Must state in application forms.)
50 ポンド (約 23 キロ) までの物を頻繁に持ち運べる能力 (応募書類に要記載)
- Capable of performing physically strenuous work for extended periods, which includes standing, kneeling, stooping, crawling, and climbing.
長時間の起立、膝つき、かがみ、這い、登りを含む身体的な活動を長時間行える体力
- Comfortable working at heights on ladders, scaffolding, platforms, and rooftops.
はしご、足場、プラットフォーム、屋上など高所での作業に対応できること

Work Schedule:

- Work Hours: 40 hours / week 勤務時間: 週40時間
 - Off Days: Mon/Tue or Tue/Wed 休日: 月、火 / 火、水 のいずれか
 - Work Schedule: 08:00-17:00 (Recess: 1hr) 勤務時間: 08:00-17:00 (休憩: 1時間)
- *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 Local National Staffing 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, swimming pools, golf course, tennis courts, dining halls, lodging facilities, offices, campsites, 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、プール、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, Number/職種名、職番：
Insect & Rodent Controller 虫疫係 2143
374 CES/CEOIE 施設中隊

2. Basic Wage Table, Grade
基本給表、職番、等級：
BWT 2-04, 2表4等級

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

- Knowledge and skills related to pest and wildlife management operations.
害虫及び害獣管理業務に関する知識と能力。
- Occupational experience related to the position is desirable.
職種に関連した職務経験があれば望ましい。

4. License Requirement / 必要資格等：

- Current possession of a valid 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）

5. Others / 必要資格:

- Working at heights, exposed to loud noise, dust, heat, sparks from high-temperature welding, fumes, extreme weather (hot/cold/snow/rain/strong wind), and maybe shift and irregular work schedule.
高所、大きな騒音、粉塵、熱、高温溶接の火花、煙や蒸気にさらされたり、厳しい天候（暑さ/寒さ/雪/雨/強風）での作業やシフト勤務や不規則な勤務スケジュールとなる場合ある。

Work schedule :

- Work Hours: 40 hours/week **週40時間**
- Workdays: Mon – Fri **月～金曜日**
- Work schedule: 0730 – 1615 **7:30 – 16:15**

Remarks:

- This position is developmental position, targeted at Pest Control Equipment Controller BWT 2-5. To be qualified for the target position, incumbent must have completed the required pest control training courses and hold a current certificate of training. Promotion will be made by supervisor's request.
この職位は育成職位であり、目標職位はペストコントロール機械操作工（BWT 2-5）です。目標職位に就くには、必要な害虫駆除研修コースを修了し、有効な研修修了証を保持していることが条件となります。昇格は監督者の要請により行われる。
- 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。

Target position 目標職位	
1. Position Title, Number/ 職種名、職番: Pest Control Equipment Controller ペストコントロール機械操作工 2399 374 CES/CEOIE 施設中隊	2. Basic Wage Table, Grade 基本給表、職番、等級: BWT 2-05, 2表5等級
Main Duties 主な仕事	
Conduct scheduled and unscheduled inspections of facilities, industrial areas, food establishment, Dorms for work task related issues, and airfield environment.	
Performs pest control using traps, pesticides, repellents, mechanical exclusion, habitat modification, and other approved methods.	
Support Bird and Wildlife Aircraft Strike Hazard (BASH) prevention through surveys, deterrents techniques and live animal trapping.	
Manages hazardous chemical storage, pesticide inventory, and disposal.	
施設、工業地域、食品施設、業務関連課題に関する寮、および飛行場環境について、定期点検および臨時点検を実施する。	
トラップ、殺虫剤、忌避剤、機械的遮断、生息環境の改変、その他の承認された方法を用いて害虫駆除を行う。	
調査、忌避技術、生きた動物の捕獲を通じて、鳥類および野生生物の航空機衝突危険（BASH）防止を支援する。	
危険化学物質の保管、農薬在庫管理、廃棄を管理する。	

Minimum Qualification
採用基準

1. Position Title, Number: / 職種名、職番: Commissary Worker, #2376 カミサリーワーカー DeCA/WLXWG 横田カミサリー	2. Basic Wage Table, Grade 基本給表、等級 BWT 2-03 2表3等級
--	--

3. Physical Qualification: 身体的要件 :
- Ability to lift or move heavy objects up to approximately 23 kilograms (50 lbs). 約 23kg (50 ポンド) 程度までの重量物を持ち上げたり、動かしたりできること。
* Must state your capability on the application form. (応募用紙に要記載)
 - Must be physically fit to work in cold temperatures, including cold rooms. 冷蔵室を含む低温の場所での作業を行える体力があること。
4. Others:
- Understanding of basic level of English language is desirable. 基礎レベルの英語を理解できると望ましい。
 - Obtain the Forklift License is desirable. フォークリフトの免許を取得していると望ましい。

Work Schedule:

- | | |
|------------------------------|--------------------|
| • Work Hours: 40 hours/ week | 勤務時間: 週 40 時間 |
| • Work Days: Sat-Wed | 勤務日: 土曜日～水曜日 |
| • Days Off: Thu, Fri | 休日: 木曜日、金曜日 |
| • Work Schedule: 2000-0500 | 勤務時間: 夜 20 時～朝 5 時 |

*Work Schedule is subject to change ワークスケジュール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 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
主な業務

Performs a variety of duties involved in the receiving, handling marking, preparing, and maintaining stock levels of resale items at Commissary.
Arrange stock on shelves or display counters in a neat and orderly manner, by commodity, brand and size, and rotates stock on basis of pull dates and freshness.
Performs all sanitation tasks in accordance with directives.

カミサリーにおいて商品の受け取り、取り扱い、準備、在庫維持等に関わる様々な職務をおこなう。商品、ブランド、サイズごとに棚や陳列カウンターに在庫を整然と並べ、販売期限日と鮮度に基づいて在庫を取り扱う。指示に従い、清掃作業を行う。

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 eight weeks (maybe more) 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 8 weeks 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

Static guard at assigned gates with equipment such as pistols, shotguns, carbine (regular duties require qualification with firearm) Taser, nightsticks, OC (Oleoresin Capsicum) spray etc.; controls vehicle and pedestrian traffic of military and civilian personnel entering and leaving USFJ facilities to ensure safety is maintained for USFJ personnel and facilities. Checks gate passes, vehicle passes, ID cards and other authorizations as required to permit entry into the facility. Provides appropriate written and oral reports of encountered incidents to superiors. Guards will have to drive Security Forces vehicles to and from posting locations and Building 210 (Security Forces Building) due to carrying weapons.

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/CEOPF 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、调速機、始動モーター、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・修理に関する実務経験があれば望ましい。
- Ability to perform repair, replacement, and overhaul of power support system components for any related duties.
動力支援システム部品の修理、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 (not automatic transmission limited) 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 of the 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 勤務時間: 730 – 1615
- Work schedules are subject to change based on operational conditions.
勤務スケジュールは運営状況により変更される場合がある。

Remarks:

- Period of Limited Term employment: 30 Sep 2027 (Subject to change)
雇用期間: 2027年9月30日まで(期間は変更される場合がある)
- 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 combined heat plants, power plants and power distribution equipment.

電気熱併給プラント、発電所、配電設備などの電力供給システムの設置、点検、改造、修理を行う。

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

安全規則・規制に従った安全対策と手順を実施し、安全で清潔な職場環境を維持する。

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、内燃機関駆動の発電設備を操作する。

Minimum Qualification

- | | |
|--|---|
| 1. Position Title:
Cook #2037
374FSS/FSBE-X2 (Enlisted Club) | 2. Basic Wage Table, Grade and LPL:
BWT 2-04 LPL: 1 (IHA) |
|--|---|

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

5. Physical Qualification:

- Ability to frequently lift objects up to 40 pounds (18kg).
 * Must state your capability on the application form.

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. 0530-1430 (Recess: 1130-1230)
 2. 0600-1500 (Recess: 1200-1300)
 3. 0800-1700 (Recess: 1400-1500)
 4. 1230-2130 (Recess: 1600-1700)
 *Work schedule and rest days are subject to change

Remarks:

- **Period of Limited Term Employment: 31 Mar 2027 (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

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. Plans, coordinates, and times work assignments to assure food items are prepared on time and are at the proper temperature. Adjusts standardized recipes for large quantity cooking.

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

Minimum Qualification

- | | |
|---|--|
| 1. Position Title, Number:
Hotel Desk Clerk, #0156
 374FSS/FSVL (Kanto Lodge) | 2. Basic Wage Table, Grade, and LPL:
BWT 1-03, LPL-2 (IHA/HPT) |
|---|--|

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 in customer Service such as dealing with English speaking customers in person, working at front counter, receiving telephone call, etc.
- Skills in operating computers.
- Skills to handle receiving payment in the form of cash, credit cards, etc.

5. Physical Qualification:

- Requires lifting and carrying luggage weighing up to 50 pounds (Approx.22 kg).
* Must state your capability in application forms.
- Requires standing for prolonged period of time.

6. License Requirement:

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

Work Schedule:

- Work Hours: 28 hours/ week
- Work Days: 4-5 days /week (Sat and Sun: Day Shift/ Mon and Fri: Swing Shift)
- Off Days: 2 or 3 days of Tue, Wed, Thu
- Work Schedule: Day shift: 0800-1545 (Recess:1145-1230)
 Swing shift: 1515-2300 (Recess:1900-1945)
 Mid shift: 0000-0745 (Recess:0400-0445) *Rotation 3 shift

Remarks:

- Hourly Pay Temporary Employment: 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 LN Staffing Section.

Main Duties

Receives and confirms room reservations by fax, email, telephone or personal contact.

Prepares a daily activity report to track and analyze customer flow of the facility and may prepare the consolidated daily activity report.

Presents statement to departing guests and receives payment in the form of cash or credit card and make changes as appropriate for each customer transaction.

Assists in restocking/re-arranging saleable merchandise

Provides housekeeping of the lounge, front desk area during duty hours to ensure that cleanliness and orderly are maintained at all times.

Transport lodging guest to/from on base lodging facilities.

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:
Sales Clerk #0372
374FSS/FSWG (Tama Hills Golf Course)

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

3. Language Proficiency Level (LPL): 2

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

4. Knowledge, Skills, and Abilities:

- Work experience in the customer service field.
- Knowledge and skill in operating computers and multiple office automation software.

Work Schedule:

- Work Hours: 40 hours / week
- Work Days: Sunday - Thursday
- Work Schedule: 0730-1615 (Recess: 1200-1245)
- Days Off: Friday and Saturday

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 LN Staffing Section.

Main Duties

Responsible for pro shop merchandise, issuing rental equipment, keeping log books updated and ensuring that the inventory is correct. Performs over-the-counter selling of a variety of golf merchandise. Explains use of various products, answers questions concerning various aspects of products, and assists patrons in fitting wearing apparel. Assists patrons in making special orders so for items which are not stocked.

Operates computerized cash register; receives money, provides change, processes credit card sales or charges to members' accounts; accomplishes necessary accounting forms.

Answers phone and take messages. Schedules tee times and lessons per request via phone or directly from the customers. Encourages patron interest in scheduled golf events and tournaments.

Minimum Qualification

1. Position Title, Number:
Counter Attendant, #2039
374FSS/FSBD-W4 (Route 16)

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

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 in food service, customer service, or a related field is required.
- Experience operating a cash register and handling cash transactions is desirable.

5. Physical Qualification:

- Ability to frequently lift objects up to 15 pounds (7kg).
 * Must state your capability on the application form.

6. Others

- Requires obtaining following training:
 Food Handler's, Cash Handling, Payment Card Industry (PCI), DRAM shop.

Work Schedule:

- Work Hours: 40 hours / week
- Work Days: 5 days / week
- Work Schedule : 0600-1500 (Recess 1000-1100)
 1000-1900 (Recess 1300-1400)
 1100-2000 (Recess 1400-1500)
 1200-2100 (Recess 1400-1500)

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 Local National Staffing Section.

Main Duties

Responsible for greeting patrons, taking their food and beverage orders. Accepts funds for sales of food, beverages, sundries and resale merchandise. Operate cash register to record sales or merchandise and provide sales receipts for sales transactions to customer.

Assists management in insuring optimum stock availability by periodic stock counts, advising management on slow moving, out of stock, defective or damaged items.

May perform related food service duties such as assisting in setting up the serving line, replenishing beverage dispensers, ensuring kitchen staff is advised when buffet line needs replenishment.

Maintains register area in clean and orderly condition. Performs cleaning duties such as sweeping, mopping, and so forth, in assigned areas, or cleaning entryways.

Minimum Qualification

1. Position Title, Number:
Housekeeper #2172
374FSS/FSVL (Kanto Lodge)

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

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. Physical Qualification:

- Physical health and stamina to accomplish job requirements, such as vacuuming rooms, cleaning bathrooms and replenishing necessary items, etc.
- Requires bending, walking, pushing/pulling, climbing and repetitive motions.
- Requires lifting and carrying supplies and equipment weighing up to 45 pounds (Approx.20 kilos). (* Must state in application forms.)

5. Others:

- Some duties require exposure to the outdoors and weather conditions. The incumbent may be exposed to dirt, and eye irritants from strong cleaning solutions used in household cleaners. Personal protective equipment is provided and must be used.

Work Schedule:

- Work Hours: 28 hours/ week
- Work Days: 5 days /week
- Off day: Wednesday and Sunday
- Work Schedule: 0830-1415 / 0830-1515 (Recess: 1200-1245)

* This position is subject to the possibility of workdays on weekends and holidays, as well as rotating shifts consisting of other than normal duty hours.

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 LN Staffing 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, carpet cleaning, cleaning walls/woodwork, and other 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.

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, 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, Number
Fuel Distribution System Mechanic, Foreman-A 2412
374 CES/CEOIU | 2. Basic Wage Table, Grade, LPL/
BWT 2-08, 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 and Experience :

- More than three years' work experience as a Fuel Distribution System Mechanic.
- Skills in operating computers with office automation software, such as Microsoft Word, Excel, Outlook etc., to perform administrative duties.
- Ability to learn to utilize the management system TRIRIGA and other Computerized Maintenance Management System (CMMS).
- Ability to exercise supervisory personnel management responsibilities to local national employees to support the NCOIC and Section Chief.

5. License Requirement :

- Current possession of Ordinary Vehicle Driver's License (Automatic transmission only is not allowed)
- Second-Class Electrician License - Japan

6. Other requirements

- Performing duties exposed to loud noise, dust, heat, sparks from height-temperature welding, chemical fumes, etc., and extreme weather (hot/cold/snow/rain/strong wind), shift and irregular schedule work.

Work schedule :

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

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

Plans, supervises, and performs all Liquid Fuel Systems Maintenance (LFM) related tasks regarding general administrative supervision of LFM tasks in support of the shop operations.

Manages and tracks LFM administrative programs and performance management for subordinates. Maintains timesheet, attendance, leave rosters, and supervisor's folder for all subordinates.

Performs preventive maintenance on liquid fuels systems which are used for storing, distribution, and dispensing conventional fuels. Inspects system for leakage, corrosion, faulty fittings and inoperative components.