

横田基地職員求人案内 2026年4月9日

Yokota Vacancy Announcement for Local National Positions 9 Apr 2026

締切日 Closing Date: 労務管理機構横田支部(エルモ) **2026年4月17日(金) 17時 The LMO : 17 Apr 26 (Fri) at 17:00**
 民間人人事部雇用課 **2026年4月20日(月) 15時 The CPS : 20 Apr 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 |
|---|---|-------------|-----------|----------------|-------------------------------|-----------------|
| 社会関係（連絡）専門職 ** Community Relations Specialist | 在日米軍司令部 HQ USFJ | 1-7(6) | 4 | MLC | 内部・外部 INT/EXT | 新規 New |
| 通訳－翻訳職 Interpreter-Translator | | | | | | |
| 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 |
| 住宅管理職 Supervisory Housing Manager | 施設中隊 374 Civil Engineer Squadron – CEIHH | 1-6 | 3 | MLC | 在日米軍従業員 USFJ Employee | 新規 New |
| 会計技術職 Accounting Technician | 米国防省防衛財務会計局 DFAS/JRGC | 1-5 | 3 | MLC | 内部・外部 INT/EXT | 新規 New |
| 住宅検査職 Housing Inspector | 施設中隊 374 Civil Engineer Squadron – CEIHH | 1-5 | 3 | MLC | 内部・外部 INT/EXT | 4/6 |
| 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 | 4/6 |
| 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 | 新規 New |
| 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 |
| 会計技術職 Accounting Technician | 米国防省防衛財務会計局 DFAS/JRGC | 1-4 | 2 | MLC | 内部・外部 INT/EXT | 新規 New |

| | | | | | | |
|---|--|-----|---|-----|--------------------------|-----------|
| 管理専門職 Administrative Specialist | 国防省教育局 JK メンデル小学校 DoDEA JK Mendel Elementary School | 1-4 | 2 | MLC | 在日米軍従業員 USFJ Employee | 3/27 |
| 購買職 Purchasing Agent | 軍支援中隊 アーツアンドクラフトセンター 374 FSS/FSWT | 1-4 | 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 | 新規 New |
| 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 | 新規 New |
| コック Cook | 軍支援中隊 下士官クラブ (ライズアンドグラインド) 374 FSS/FSBE-XG | 2-5 | 1 | IHA | 内部・外部 INT/EXT | 3/12 |
| 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 |
| コック Cook | 軍支援中隊 下士官クラブ (ライズアンドグラインド) 374 FSS/FSBE-XG | 2-4 | 1 | IHA | 内部・外部 INT/EXT | 3/12 |
| 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 | 新規 New |
| 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.

● **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 |
|-----------------------------------|---|-------------|-----------|----------------|------------------|-----------------|
| 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 | 新規 New |
| 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 | 新規 New |
| 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 |

- 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:
Community Relation Specialist #0398
HQ USFJ Protocol Office (J022)

2. Basic Wage Table, Grade, and LPL:
BWT 1-7, 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 | NA | 600~ | 250~ | 100~ | NA | 1st |

4. Work Experience:

- At least one year of specialized work experience equivalent at 1-6 level in the related field, or completion of 4-years college/university in the related field.

5. Knowledge, Skills, and Abilities:

- Ability to analyze and prepare documents, reports, and correspondence.
- Ability to communicate effectively in both oral and written form.
- Skill in editing documents for correct grammar, presentation, and format.
- Skill in communicating effectively in writing as appropriate for the needs of the audience.
- Skill in operating computers with office automation software, such as Microsoft Word, Outlook, Adobe.

6. Others

- Selection will be made at Interpreter-Translator, BWT 1-6, LPL-4 depending on experience of selectee.
- Overtime may be required based on mission-related requirements.

Work Schedule:

- Work Hours: 40 hours / week
- Workdays: Mon - Fri
- Work Schedule: 8:00 – 17:00

Remarks:

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

Duties

1. Consultant/advisor to USFJ leadership for communications and Japanese Government relations with equivalent counterparts at the JSDF JJS, MOFA, and other relevant government Ministries/Agencies.
2. Plans, coordinates, and executes visits by distinguished high-level guests from U.S. DoD to Japan, as well as Japanese governmental officials and private civic groups to Headquarters, U.S. Forces, Japan.
3. Conducts high-level translation and interpretation between Japanese and English languages for USFJ Leadership, Protocol, other directorates and visiting Defense Department Officials as directed. Edits and reviews translations from Japanese to English and vice versa, completed by others to ensure quality and accuracy of work. Provides translation, interpretation and language support for U.S.-Japan interactions at high-level bilateral meetings, including the Joint Committee and equivalent counterparts within the Japanese Government, to address issues of mutual interest and impact to the U.S.-Japan alliance.
4. Reviews policies and procedures outlined by DoD and USINDOPACOM to ensure proper reception, orientation, and on-going protocol assistance. Establishes and coordinates protocol requirements for official receptions, entertainment functions, command exercises, and ceremonies for foreign dignitaries, military, and civilian guests. Directs and oversees the formulation of all arrangements for the orchestration of command social and official functions. Directs communications and requests for information and assistance from the spouses of senior leaders as they pertain to spouses' programs, representational social events, official travel, and official gift exchanges. Collaborates, assists and provides advice and assistance in coordinating requirements for spouses at official functions and conferences. Maintains a current list of Distinguished Personnel in the local area as directed by the Commander ensuring a primary communication tool with U.S. Forces, Japan counterparts which is essential to USFJ Leadership and Protocol Staff. Performs other related and incidental duties as assigned.

| | | | | | | | | |
|--|---------|-----------|-----------|---|------|------|-------|-------|
| 1. Position Title, Number: Interpreter-Translator, #0103 | | | | 2. Basic Wage Table, Grade, LPL: BWT 1-06, LPL: 4 | | | | |
| 3. Language Proficiency Level (LPL): 4 | | | | | | | | |
| LPL | TOEIC | ALCPT(LD) | ALCPT | TOEFL | | | CASEC | EIKEN |
| | | ~8 Feb 16 | 8 Feb 16~ | PBT | CBT | iBT | | |
| 4 | 860-990 | 86-100 | NA | 600~ | 250~ | 100~ | NA | 1st |
| 4. Work Experience: | | | | | | | | |
| <ul style="list-style-type: none"> One year of specialized work experience equivalent in the related field, or completion of 4-years college/university in the related field. | | | | | | | | |
| Remarks: | | | | | | | | |
| <ul style="list-style-type: none"> This is a developmental position for Community Relation Specialist, BWT 1-7, LPL:4. The assigned grade will be determined based on the applicant's qualifications and experiences. The incumbent works closely with the supervisor in performing the duties of the full performance. | | | | | | | | |
| Main Duties | | | | | | | | |
| Provides translation, interpretation and language support for English-Japanese interactions at meetings including the highest level of government impacting issues across the US-Japan Alliance. | | | | | | | | |
| Advises COMUSJAPAN, Deputy Commander, Command Group, and directorate staff about matters of Japanese customs, culture, and protocol. | | | | | | | | |
| Reviews bilateral treaties, documents, agreements, files, etc in both Japanese and English; finds and corrects discrepancies in meaning and substance, and recommends alternative wording and/or grammar to resolve discrepancies. | | | | | | | | |

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:
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: Accounting Technician #0008 DFAS/JRGC | 2. Basic Wage Table, Grade, 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. Knowledge, Skills, and Abilities:

- Work experience at least one year of clerical, technical or administrative duties in any field, or completion of 2-year junior college or 2-year of technical school.

Work Schedule:

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

Remarks:

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

Main Duties

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

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

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

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

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

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

Performs other related or incidental duties as assigned.

Minimum Qualification

- | | |
|---|---|
| 1. Position Title, Number: Housing Inspector 0492 374 CES/CEIHH (Family Housing Management) | 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 |

3. Knowledge, Skills, and Abilities:

- At least one year of work experience of performing administrative duties related to building or facility maintenance.
- Skills in operating computers with office automation software, such as Microsoft Word, Excel and Outlook.

4. License Requirement:

- Current possession of an Ordinary Vehicle Driver's License.

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

Carries out a range of housing facilities services in support of installation housing operations.

Oversees service contracts related to housing facilities within the assigned functional area.

Conducts comprehensive surveys of housing units, streets, utility systems, roofs, drainage, and other infrastructure.

Evaluates self-help work orders submitted by residents and makes recommendations for approval or disapproval.

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 | Pre-1st |

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:
Accounting Technician #0007
DFAS-JRGC

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. Knowledge, Skills, and Abilities:

- Work experience at least one year of clerical, technical or administrative duties in any field, or completion of 2-year junior college or 2-year of technical school.

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.

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.

Researches and resolves a variety of recurring problems, referring situations not covered by instructions or precedents to supervisor or appropriate party for resolution.

Files reports, documents, and correspondence in accordance with applicable regulations and guidelines.

Performs other related or incidental duties as assigned.

Minimum Qualification

1. Position Title, Number:
Administrative Specialist, #0009
DoDEA (JK Mendel Elementary School)

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. Knowledge, Skill and Ability:

- Experience in clerical and administrative work including preparing correspondence and record keeping.
- Skills in operating computers with office automation software, such as Microsoft Word, Excel, Outlook, etc
- Skills in translating documents and performing as interpreter from Japanese to English and from English to Japanese.
- Ability to have efficient English language communication skills in helping visitors at the office counter, answering telephone calls and responding to email inquiry.

5. License Requirement:

- Current possession of Ordinary Vehicle Driver's License is desirable.

Work Schedule:

- Work Hours: 40 hours/ week
- Work Days: Monday – Friday
- Work Schedule: 7:00 –16:00 *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 duties to manage the functions of the clerk/registrar position. Registers all students who are newly admitted to the school. This involves assisting the parents filling out required forms, explaining the governing regulations and procedures, typing forms, assisting the counselor of the newly enrolled students, and inputting student data into our database.

Receives/reviews/processes incoming and outgoing mails, correspondence, and other materials. Responsible for extensive, formal internal/external coordination with respective offices and recognizes the need for such coordination in various circumstances

Receives telephone calls, greets visitors, and ascertains the nature of the call/visit. Based on the knowledge of the organization and its programs and operations, determines appropriate action. Provides administrative and available information to callers/visitors upon determination that the caller/visitor should receive such information; resolves complaints/problems

Types correspondence and other material. Maintains a record keeping system.

Minimum Qualification

| | |
|--|---|
| 1. Position Title, Number: Purchasing Agent #0342 374FSS/FSWT (Arts & Crafts Center) | 2. Basic Wage Table, Grade, and LD: BWT 1-04, 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 and operating a cash register.
- Experience in operating computers with office automation software, such as Microsoft Word, Excel, Outlook, etc.

Work Schedule:

- Work Hours: 40 Hours / Week
- Workdays: Tue-Sat
- Work Schedule: 0920-1820
- Day Off: Sun, Mon

Remarks:

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

Main Duties

Manages all office and facility purchases utilizing the NAF PCARD. Prepares and submits purchase orders and orders equipment and supplies from approved sources.

Acts as the primary contact for vendors to obtain product specifications, pricing, and availability. Assists in receiving and verifying all incoming merchandise for accuracy and condition and resolves any shipping issues.

Provides monthly NAF PCARD reconciliation statements to the approving official. Maintains comprehensive and organized purchasing records, including logs, account statements, and receiving reports.

Manages all daily sales, payments, and customer refunds across the facility. Ensures the control, security, and timely deposit of all facility funds. Trains all new employees on POS usage, proper cash handling, and operational procedures.

Conducts regular inventory counts of all resale merchandise. Manages inventory stock, places timely refill orders, and sets reorder levels.

Secures all cash registers and the facility at the close of business.

Manages class, tour, and craft fair registration for the Center. Develops and submits publicity and marketing tickets to promote the center's activities.

Performs other related or incidental duties as assigned by the supervisor or director of Outdoor Recreation.

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 | |
|--|--|
| 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) | 2. Basic Wage Table, Grade / 基本給表、等級 BWT 2-07 2表7等級 |
| 3. Knowledge, Skill and Experience / 知識、技能、職務経験: <ul style="list-style-type: none"> • Work experience in performing maintenance, repair and installation of electrical distribution and control system. 配電および制御システムの保守、修理、設置の実務経験。 • Skills to maintain and repair lighting system is desirable. 照明システムの保守・修理スキルがあることが望ましい。 | |
| 4. License Required / 必要免許: <ul style="list-style-type: none"> • Current possession of a valid 2nd Level Electrician's License (Denki Koji-shi 2 shu) 電気工事士2種免許証 • Current possession of a valid ordinary manual shift driver's license. 普通自動車運転免許 (オートマ限定不可) | |
| Work schedule : <ul style="list-style-type: none"> • Work Hours: 40 hours / week 週40時間 • Workdays: Mon - Fri 月～金曜日 • Work Schedule: 730-1615 7:30-16:15 | |
| Remarks: <ul style="list-style-type: none"> • The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the Civilian Personnel Flight. 監督者からのリクエストにより、勤務場所・部署・勤務時間が変わる可能性があります。ご質問やご不明な点がございましたら人事部雇用課までお問い合わせください。 | |
| Main Duties 主な仕事 | |
| Performs work involved in the maintenance, repair and installation including extension or replacement of overhead and underground electrical distribution and control systems. | |
| Erects and aligns poles, climb pole: up to and installs or replaces crossarms, brackets, brass, insulators, cutout switches. | |
| Maintains airfield lighting and equipment such as runway, taxiway, approach lighting, isolation transformers, and regulators/transformers at the airfield vault. | |
| 架空および地下配電・制御システムの延長や交換を含む、保守、修理、設置に関わる業務を行う。 | |
| 電柱を立て、整列させ、電柱に登り、クロスアーム、ブラケット、真鍮、絶縁体、カットアウトスイッチを設置または交換する。 | |
| 滑走路、誘導路、進入路照明、絶縁変圧器、調整器／変圧器など、飛行場の照明や設備を飛行場保管庫で維持管理する。 | |

| Minimum Qualification 採用基準 | |
|---|--|
| <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:
Cook #2038
374FSS/FSBE-XG (Rise and Grind)

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. 0600-1500 (Recess: 1200-1300)
 2. 0800-1700 (Recess: 1400-1500)
 3. 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 facility manager 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 lower graded kitchen personnel 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 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.

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: 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

1. Position Title:
Cook #2037
374FSS/FSBE-XG (Rise and Grind)

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. 0600-1500 (Recess: 1200-1300)
 2. 0800-1700 (Recess: 1400-1500)
 3. 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

Assists in the preparing and cooking a variety of menu items including regular and special food and dessert items using standard recipes and cooking techniques. Using a basic skill and knowledge of quantity cooking procedures for common or frequently used recipes, over a period of time prepares a variety of meats, poultry, seafood, vegetables, sauces and gravies.

Utilizes health, safety, and sanitation practices, procedures, rules, and regulations to maintain a safe and clean work environment. Uses and assures proper fit of required safety equipment and clothing. Cleans preparation area and cooking utensils routinely in accordance with sanitation standards.

Attends customers at the cashier when required; collects payments for all meal transactions by accepting cash, commercial charges, and makes change as appropriate for each customer transaction.

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

| | |
|--|---|
| <p>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</p> | <p>2. Basic Wage Table, Grade 基本給表、等級 BWT 2-03 2表3等級</p> |
|--|---|

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、調速機、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:
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。