

横田基地職員求人案内 2026年5月14日

Yokota Vacancy Announcement for Local National Positions 14 May 2026

指定履歴書の様式が変更されました。今後は内部応募・外部応募とも新様式での提出が必要となります。

The designated application form has been updated. Both internal and external applicants must submit applications in the new format.

締切日 Closing Date: 労務管理機構横田支部(エルモ) **2026年5月29日(金) 17時 The LMO : 29 May 26 (Fri) at 17:00**
 民間人人事部雇用課 **2026年6月1日(月) 15時 The CPS : 1 Jun 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 (環境) * Engineer (Environmental) (エンジニアリング専門職 Engineering Technician)	施設中隊 コンプライアンス 374 Civil Engineer Squadron – CEIEC	1-7 (1-6)	4 (3)	MLA	内部・外部 INT/EXT	新規 New
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)	MLA	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)	MLA	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	4/23
住宅管理職 (監督) Supervisory Housing Manager	施設中隊 374 Civil Engineer Squadron – CEIHH	1-6	3	MLA	内部・外部 INT/EXT	4/9
管理専門職 Administrative Specialist	在日米軍司令部 HQ USFJ/J4	1-5	3	MLA	在日米軍従業員 USFJ Employee	新規 New
管理専門職 Administrative Specialist	在日米軍司令部 HQ USFJ/J06	1-5	3	MLA	内部・外部 INT/EXT	新規 New
管理分析職 *** Management Analyst	装備即応中隊 374 Logistics Readiness Squadron	1-5	3	MLA	内部・外部 INT/EXT	3/27
航空運輸専門職 Air Traffic Specialist	運用支援中隊 374 Operations Support Squadron – OSAA	1-5	2	MLA	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	MLA	内部・外部 INT/EXT	9/5

管理専門職 Administrative Specialist	施設中隊 374 Civil Engineer Squadron – CEO	1-4	2	MLA	内部・外部 INT/EXT	新規 New
秘書職 Secretary	米国防省防衛財務会計局 DFAS/JB	1-4	3	MLA	内部・外部 INT/EXT	新規 New
会計技術職 Accounting Technician	米国防省防衛財務会計局 DFAS/JRJB	1-4	2	MLA	内部・外部 INT/EXT	新規 New
会計技術職 Accounting Technician	経理部 374 Comptroller Squadron – FMAJ	1-4	2	MLA	在日米軍従業員 USFJ Employee	再掲示 Re-ad
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	MLA	内部・外部 INT/EXT	11/16
航空機燃料補給車運転手 フォーマン A Aircraft Refueling Vehicle Operator Foreman-A	装備即応中隊 374 Logistics Readiness Squadron	2-8	1	MLA	内部・外部 INT/EXT	新規 New
電線工 Electrical Lineman	施設中隊 374 Civil Engineer Squadron - CEOFE	2-7	0	MLA	内部・外部 INT/EXT	12/18
冷蔵及び空気調節機械工* Refrigeration and Air-Conditioning Mechanic (上級技能見習工 Advanced Trainee)	施設中隊インフラストラクチャー 374 Civil Engineer Squadron – CEOIH	2-7 (2-6)	0	MLA	内部・外部 INT/EXT	新規 New
冷蔵及び空気調節機械工* Refrigeration and Air-Conditioning Mechanic (上級技能見習工 Advanced Trainee)	施設中隊ハウジングメンテナンス 374 Civil Engineer Squadron – CEL	2-7 (2-6)	0	MLA	内部・外部 INT/EXT	4/9
建物保守作業工 Preventive Maintenance Worker	施設中隊ハウジングメンテナンス 374 Civil Engineer Squadron - CEL	2-6	0	MLA	内部・外部 INT/EXT	新規 New
塗装工 Painter	施設中隊 374 Civil Engineer Squadron – CEOHS	2-6	0	MLA	内部・外部 INT/EXT	新規 New
ボイラー装置操作工 Boiler Plant Operator	施設中隊 374 Civil Engineer Squadron - CEOIH	2-6	0	MLA	内部・外部 INT/EXT	4/9
配管工 Plumber	施設中隊 374 Civil Engineer Squadron - CEOIU	2-6	0	MLA	内部・外部 INT/EXT	新規 New
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
肉切り工 Meat Cutter	横田カミサリー DeCA/WLXDM	2-5	0	MLA	内部・外部 INT/EXT	新規 New
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	4/23
ジャンター Janitor	国防保健局 DHA/JLFB000	2-3	0	MLA	内部・外部 INT/EXT	新規 New
カミサリーワーカー Commissary Worker	横田カミサリー DeCA/WLXWG	2-3	0	MLA	内部・外部 INT/EXT	4/9
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	新規 New
警備員 Guard	憲兵中隊 374 Security Forces Squadron	3-1	1	MLA	内部・外部 INT/EXT	2/12
歯科衛生職 Dental Hygienist	国防保健局 DHA/JLKB000	5-3	3	MLA	内部・外部 INT/EXT	新規 New
歯科補助職 Dental Assistant	国防保健局 DHA/JLKB000	5-2	2	MLA	内部・外部 INT/EXT	新規 New

* 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.

** 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.

*** 募集範囲が変更されて継続掲示になっています。The area of consideration was changed from USFJ wide to Off base wide.

● 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	掲示日 Open Day
管理専門職 Administrative Specialist	軍支援中隊 民間人人事部（労務課） 374 FSS/FSCAE	1-5	3	MLA	内部・外部 INT/EXT	新規 New
発電装置修理工 Power Generating Equipment Repairman	施設中隊 374 Civil Engineer Squadron - CEOFP	2-7	0	MLA	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	4/23
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
バーテンダー Bartender	軍支援中隊 チリーズグリルアンドバー 374 FSS/FSBC	2-4	1	IHA	内部・外部 INT/EXT	新規 New
動物世話係 Animal Caretaker	軍支援中隊 ペットケアセンター 374 FSS/FSWPB	2-3	0	IHA	内部・外部 INT/EXT	7/11
サービスワーカー (C) Service Worker (C)	軍支援中隊 チリーズグリルアンドバー 374 FSS/FSBC	2-2	1	IHA	内部・外部 INT/EXT	新規 New
Waiter/Waitress ウエイター・ウエイトレス	軍支援中隊 チリーズグリルアンドバー 374 FSS/FSBC	2-2	1	IHA	内部・外部 INT/EXT	新規 New

● **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
運賃専門職(監督) Supervisory Transportation Rate Specialist	米国防省防衛財務会計局 DFAS/JRJD	1-6	3	MLA	米国防省防衛財務会計局従業員 Defense Finance Accounting Service Japan employees	新規 New
フォークリフト運転手 フォーマン A Forklift Operator Foreman A	装備即応中隊 374 Logistics Readiness Squadron	2-7	1	MLA	装備即応中隊従業員 374 Logistics Readiness Squadron employees	新規 New
自動車機械工 Automotive Mechanic	装備即応中隊 374 Logistics Readiness Squadron	2-7	0	MLA	装備即応中隊従業員 374 Logistics Readiness Squadron employees	新規 New
仕上げ大工 Carpenter Finish	施設中隊 374 Civil Engineer Squadron	2-6	0	MLA	施設中隊従業員 374 Civil Engineer Squadron employees	新規 New

- **新様式の指定履歴書はLMO ウェブサイトにてダウンロードできます。** The new designated application form can be downloaded from the LMO website. 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 (MLA) - アメリカ合衆国軍隊構成員,軍属又はそれらの家族は雇用不可
Master Labor Agreement – 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>

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

不明な点がありましたら横田基地人事部雇用課までお問い合わせ下さい。

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

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

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



Minimum Qualification

1. Position Title:
Engineer (Environmental) 0525
374 CES/CEIEC

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

3. Language Proficiency Level (LPL): 4

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
4	860-990	86-100	N/A	600~	250~	100~	N/A	1st

4. Knowledge, Skills, and Experience:

- Work experience in engineering for environmental projects.
- Knowledge of programs such as natural/cultural resources, hazardous material/waste management, pollution prevention, recycling, environmental protection, etc.
- Skills in operating computers with office automation software, such as Microsoft Word, Excel, Outlook, etc.
- Ability to provide training on assigned programs to Unit Environmental Coordinators.

5. Education Requirement:

- A bachelor's degree in a Chemical Engineering, Physical Science, Natural Science, Environmental Engineering/Management or any other related Engineering field.

6. License Requirement:

- Current Possession of Ordinary Vehicle Driver's License

Work Schedule:

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

Remarks:

- Selection will be made at Engineering Technician (Environmental), BWT 1-6, LPL-3 depending on experience of selectee.
 *At least one year training will be conducted for the trainee level.
- The duty location / section / work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

Main Duties

Serves as an Environmental Program Manager responsible for planning, developing installation environmental procedures/programs and implementing environmental policy directives that embrace a range of subjects directly or indirectly concerned with protecting the quality of resources and the environment.

Manages the following programs as part of Cultural and Natural Resources Program; Conservation, Outdoor Recreational Resources, Pre-historic Assets, and Facilities.

Provides extensive environmental expertise to support assigned environmental projects through application of senior-level professional knowledge and skill in environmental management practices.

Provides professional environmental expertise to develop and update environmental management plans. as required by higher headquarters, international agreements, Japan regulations, and the Status of Forces Agreement (SOFA).

Prepares briefing slides and minutes as well as provides training on assigned programs to Unit Environmental Coordinators; prepares and delivers quarterly briefing slides for various meetings related to environmental issues.

Coordinates with Government of Japan, municipal offices and other municipal leaders as a liaison officer for environmental and cultural awareness efforts.

1. Position Title:
Engineering Technician (Environmental) 0384

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

3. Language Proficiency Level (LPL): 3

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
3	730-859	76-85	90-100	550-599	210-249	80-89	870~	Pre 1st

Main Duties

This position is a developmental position. The incumbent performs developmental duties which are designed to orient the employee in the application of academic theories and basic principles of engineering assignments. Works under the close general supervision of the Team Supervisor while performing the duties of the targeted position and gains familiarity and experience with the position's requirements, and appropriate application of established principles, guides, and standards.

Minimum Qualification

- | | |
|--|---|
| 1. Position Title:
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, #0056
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 #0056, 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 #0056 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 #0056 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 #0056 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 #0056 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 #0056 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 #0056 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:
Administrative Specialist, #0010
HQ USFJ/J4

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~	Pre1st

4. Work Experience:

- One year of specialized technical or administrative work experience in the related field or 4-year college/university or vocational/technical school in related field.

5. Required Knowledge, Skills, and Abilities:

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to manage calendars, travel arrangements, and expense reports.
- Excellent organizational and time management skills.
- Strong communication and interpersonal skills.
- Proficient interpreting and translating skills.
- Proficient in managing files on SharePoint.

6. Desired Qualification:

- Knowledgeable with minimum experience of Defense Travel System (DTS).
- Knowledgeable in IT support and setting up NIPR accounts.
- Basic knowledge of GOV operations or Vehicle Control Officer (VCO) responsibilities, Toll Certificates and GEARS

7. License Requirement:

- Current possession of a Valid Ordinary Driver's License.

8. Security Clearance Requirement

- Based on the scope of interpretation and translation responsibilities, obtaining a U.S. security clearance may be a requirement for this position.

Work Schedule:

- Work Hours: 40 hours/ week
- Work Days: 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 Civilian Personnel Section.

Main Duties

1. Administrative/Secretary Tasks:

The incumbent serves as the Administrative Specialist to the US Forces Japan (USFJ), Directorate of Logistics (J4) Director and Deputy Director. The member ensures that administrative practices and procedures used throughout the J4 directorate are consistent with those of the Director's office. The incumbent assumes full administrative responsibility for the supervisors' programs and is responsible as the Administrative Officer providing a variety of management services in support of the supervisors and the entire Directorate of Logistics. The incumbent is empowered to resolve problems and deviations in accordance with established instructions, priorities, policies, and program goals. This includes managing the daily calendars, preparing and coordinating travel through the Defense Travel System (DTS), and screening all incoming communications and visitors to determine the appropriate course of action.

2. Interpreter and translator:

Provides translation, interpretation, and language support for English-Japanese interactions in the USFJ/J4 Directorate. The incumbent provides critical translation and interpretation support during bilateral visits, accompanying the Deputy Director and/or staff to key meetings involving U.S. and Japanese logistics leaders.

3. Toll Certificate and Vehicle Management Tasks:

Serves as the administrative assistant for the five million dollar USFJ Toll Certificate Program, responsible for maintaining program integrity and providing uninterrupted support for the primary U.S. manager. The incumbent serves as the Vehicle Control Officer (VCO), responsible for the comprehensive management, accountability, and maintenance of two assigned government vehicles valued at over \$75,000.

4. Personnel Administration:

Responsible for the operational and personnel readiness of the J4 Directorate. Manages a tasking database to alert staff of schedule conflicts and suspense dates, ensuring timely completion of directorate objectives. Administers and maintains the content on the J4 SharePoint site, ensuring information is current and accessible.

Minimum Qualification

1. Position Title, Number:
Administrative Specialist, #0010
HQ USFJ/J06

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~	Pre1st

4. Work Experience:

- One year of specialized technical or administrative work experience in the related field or 4-year college/university or vocational/technical school in related field.

5. Required Knowledge, Skills, and Abilities:

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Knowledge of personnel/administrative processes and procedures.
- Proficient in calendar management and scheduling coordination.
- Proficient in records management and ability to maintain hardcopy reference materials and online subscriptions.

Work Schedule:

- Work Hours: 40 hours/ week
- Work Days: 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 Civilian Personnel Section.

Main Duties

1. Office Administrative Management

Manages and maintains calendars for USFJ/J06 senior leadership, including scheduling meetings and sending reminders to ensure timely attendance. Prepares materials and agendas for weekly meetings, schedules TDY, and assists with the planning and execution of annual legal seminars. Monitors and manages organizational email, suspense logs, and taskers daily to ensure timely responses and completion of all action items. Compiles and submits the daily USFJ Personnel Accountability Report. Processes and manages transportation requests and oversees property and supply management.

2. Library and Record Management

Performs USFJ/J06 Law Library Accountability functions by planning and conducting activities necessary to procure, manage, and maintain legal materials in hard copy and/or electronic copy. Serves as the Functional Area Records Manager for USFJ/J06.

3. Office IT Administration

Performs office administrative functions for the smooth management and performance of the SJA mission. Tasks include:

Acts as the Enterprise Service Representative (ESR-Cyber Rep), providing first-level IT support to the office and serves as the primary Information Technology Equipment Custodian for USFJ/J06.

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 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:
**Administrative Specialist 0009
 374 CES/CEO (Operations)**

2. Basic Wage Table, Grade and LPL:
BWT 1-04, LPL- 2

3. Language Proficiency Level (LPL): 2

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

4. Work Experience, Knowledge, Skills, and Abilities:

- Work experience in clerical and administrative duties.
- Skills in operating computers with office automation software, such as Microsoft Word, Excel, and Power Point, to prepare documents and maintain electronic database files.
- Ability to arrange meetings and conferences for the leaders.

Work Schedule:

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

Remarks:

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

Main Duties

Serve as lead Civil Engineer Operation (CEO) information management and flight execs for all administrative programs. Assume responsibilities for all CEO administrative procedure.

Review and screen incoming correspondence to be handled by CEO command section staff for action. Schedule and update flight commander and deputy’s calendars.

Minimum Qualification

1. Position Title, Number:
Secretary #0198
DFAS/JB

2. Basic Wage Table, Grade, LPL:
BWT 1-04, 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

Serves as author and editor of a wide variety of the publications on behalf of the Director.

Serves as liaison between director and subordinate units.

Provides translation and interpretation of technical and non-technical discussions and materials for use by Director/Deputy and/or subordinate organizations and employees.

Serves as liaison and translator between DFAS management and local public and private organizations, to include local news media sources and other entities as needed.

Point of contact for the organization regarding protocol matters.

Provides logistical and administrative supports pertaining to official visits, office calls, Command Briefings, bilateral receptions, dinners, special events, social events, etc. hosted or attended by Director/Deputy, local officials, and Commanders.

Prepares official itineraries for Director/Deputy and visiting DV.

Coordinates and maintains calendars for the Director/Deputy.

Serves as a program coordinator for the DFAS Japan Employee Engagement Program.

Prepares, consolidates, submits, and maintains time and attendance records in accordance with established procedures.

Performs other related or incidental duties as assigned.

Minimum Qualification

- | | |
|--|---|
| 1. Position Title, Number:
Accounting Technician #0007
DFAS/JRJB | 2. Basic Wage Table, Grade, LPL:
BWT 1-04, LPL: 2 |
|--|---|

3. Language Proficiency Level (LPL): 2

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

4. Work Experience:

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

Reviews posting to accounts in the applicable accounting system to ensure all entries balanced and are valid.

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

Determines appropriate corrective action for identified problems/errors, discusses such actions with specialists accordingly and/or refers such problems to the appropriate office for effective resolution.

Performs aggressive follow-up to ensure that the identified corrective actions are implemented and accomplished in a timely manner.

Responds to customer inquiries, either orally or in writing.

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

Performs other related or incidental duties as assigned.

Minimum Qualification

- | | |
|---|--|
| 1. Position Title, Number:
Accounting Technician 0007
374 CPTS/FMAJ | 2. Basic Wage Table and LPL:
BWT 1-04, LPL-2 |
|---|--|

3. Language Degree (LD) Requirement 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:

- Specialized technical work experience in budget and/or accounting field.
- Knowledge and skills to monitor and maintain accurate distribution and verifiers database accuracy.
- Skills in operating computers with office automation software, such as Microsoft Word, Excel, Power Point.

Work Schedule:

- Work Hours: 40 hours / week
- Workdays: Monday - Friday
- 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

Examines and processes MLC payments in the automated accounting system applying accounting principles, practices, and procedures.

Reviews and validates various forms including personnel action requests and personnel travel authorization for accuracy and completeness.

Maintains continuous personal liaison with Civilian Personnel, DO and all timekeepers and certifiers from operating organizations.

Prepares monthly reports as well as charts showing program status. Maintains cost reports spreadsheets from DO to include Special Measures Agreement costs shortfall requirements.

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

1. Position Title, Number, Organization:
Aircraft Refueling Vehicle Operator Foreman-A
374 LRS/LGRFOD

2. Basic Wage Table and LPL:
BWT 2-2401-8, LPL: 1

3. Language Proficiency Level (LPL):1

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
1	400-549	51-65	65-74	430-459	120-139	40-49	475-559	Pre-2nd

4. Knowledge, Skills, and Abilities :

- Experience in operating a variety of mobile refueling equipment to service (refuel/defuel) aircraft, vehicles, generators and other equipment.
- Skills in performing clerical duties using computers.
- Ability to act as the liaison between staffs and supervisors.

5. License and Certificate Requirement :

- Current possession of a valid Large Sized Vehicle Driver's License.
- Valid Hazardous Materials Officers License.

6. Physical Qualification :

- Ability to lift and pull refueling hoses up to approximately 75lbs across a distance of 60 feet.

Work Schedule:

- Work Hours: 40 hours / week
- Work Days: Monday – Friday
- Work Schedule: 0700-1600

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

Oversees MLC Aircraft Refueling Vehicle Operators and functions as the primary leadership link between management and the workforce. Coordinates duty schedules and work priorities, keeps time and attendance, reviews employee performance, provides recommendations for disciplinary actions or incentive awards, and coordinates leave requests for supervisor approval.

Operates a variety of mobile refueling equipment, such as the R-11 tank truck and R-12 hydrant servicing vehicle, to service aircraft, vehicles, and support equipment. A primary responsibility is performing and enforcing thorough walk-around inspections using the appropriate checklists to ensure all equipment is properly documented on the AF Form 4427. Performs daily preventive maintenance and minor maintenance on equipment. Utilizes Land Mobile Radios to communicate with the Fuels Service Center and aircrews, ensuring operational safety.

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/CEOIH 施設中隊 (HVAC)インフラストラクチャー</p>	<p>2. Basic Wage Table, Grade / 基本給表、等級 BWT 2-07 2表7等級</p>
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3. Knowledge, Skills and Experience / 知識、技能と職務経験：
- Work experience in maintaining and repairing refrigeration and air conditioning equipment and systems.
冷蔵・空調機器及びシステムの保守・修理に関する実務経験。
4. Required License and Certification / 必要免許及び修了証：
- Gas Welding Certificate
ガス溶接技能認定証
 - High Pressure Gas Class 3 Refrigeration Certificate.
高圧ガス第三種冷凍機器責任者資格
 - Current possession of Ordinary Vehicle Driver's License (Manual Transmission vehicle License is desirable).
現在有効の普通自動車運転免許証（マニュアル車の運転免許であれば尚可）

Work schedule :

• 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:**
- This is a target grade. Depending on the applicant's qualification, they will be hired at BWT 2-6 level as a Refrigeration and A/C Mechanic Advanced Trainee and will acquire the necessary skills and obtain the required qualifications.
これは目標等級です。応募者の資格に応じて、2表6等級の「冷蔵及び空気調節機械工 上級技能見習工」として採用され、必要な技術を習得し、所定の資格を取得することになります。
 - The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.
勤務地・部署・勤務スケジュールは、監督者の要請により変更される場合があります。ご質問やご不明な点がございましたら、人事部雇用課までお問い合わせください。

Main Duties 主な仕事

Maintains refrigeration and air conditioning systems and refrigerated water-cooling units by conducting periodical inspections of equipment to ascertain proper cooling operations. Conducts repair work based on the work order requests received.

各種冷蔵及び空気調節システムの装置や水冷装置の定期点検・メンテナンス作業を行い、各装置並びにシステムを正常な状態に保つ。

<p>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 上級技能見習工</p>	<p>2. Basic Wage Table, Grade /基本給表、職番、等級： BWT 2-06, 2 表 6 等級</p>
<p>3. Knowledge, Skills and Experience/知識、技能と職務経験： <ul style="list-style-type: none"> • Basic knowledge and practical experience in the maintenance and inspection of machinery and equipment systems. 機械・設備システムの保守・点検に関する基礎知識と実務経験。 <p>4. Required License and Certification/必要免許及び修了証： <ul style="list-style-type: none"> • Gas Welding Certificate (Requires the certification before employment date) ガス溶接技能認定証。（採用日までに取得済みであること） • High Pressure Gas Class 3 Refrigeration Certificate must be obtained within three years. 3年以内に高圧ガス第三種冷凍の資格を取得する必要がある • Current possession of Ordinary Vehicle Driver's License (Manual Transmission vehicle License is desirable). 現在有効の普通自動車運転免許証（マニュアル車の運転免許であれば尚可） </p> </p>	
<p>Main Duties 主な仕事</p>	
<p>This is developmental position. The duties performed are identical to the Refrigeration and Air-Conditioning Mechanic, BWT 2-7 level, expect that the employee will receive more supervision and adequate training. The incumbent works closely with the supervisor in performing the duties of the full performance.</p>	
<p>見習工としての職種。職務内容は冷蔵及び空気調節機械工、BWT2-7と同様、従業員は適切な監督の下で目標レベルの訓練を受けながら職務を行う。</p>	

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等級冷蔵及び空く調節機械エ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	
<p>1. Position Title, Number／職種名、職番: Preventive Maintenance Worker 2426 建物保守作業工 374 CES/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、職番、等級 BWT 2-06 2表6等級</p>
<p>3. Experience and Abilities／経験、能力:</p> <ul style="list-style-type: none"> • Experience in carpentry, masonry, painting or other related duties. 大工仕事、左官仕事、塗装またはその他の関連業務の経験。 • Ability to perform installing, testing and repairing of water pipe system. 水道管システムの設置、試験、修理を行う能力。 <p>4. License and Certificate Requirement／必要資格等:</p> <ul style="list-style-type: none"> • 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証を所持していること(オートマチック車限定の免許は不可) <p>5. Others／その他:</p> <ul style="list-style-type: none"> • Working at heights, exposed to loud noise, dust, heat, sparks from height-temperature welding, chemical fumes, extreme weather (hot/cold/snow/rain/strong wind), shift and irregular schedule work. 高所作業、騒音、粉塵、高温、高温溶接による火花、化学物質の煙、極端な気象条件(暑さ・寒さ・雪・雨・強風)への曝露、シフト勤務および不規則な勤務スケジュール。 	
<p>Work Schedule</p> <ul style="list-style-type: none"> • Work Hours: 40 hours/ week 勤務時間: 週40時間 • Workdays: Monday-Friday 勤務日: 月曜日～金曜日 • Work Schedule: 730 – 1615 勤務時間: 730 – 1615 	
<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 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>Performs carpentry, masonry and painting duties. Scrapes/sands off old paint, rust, dirt, and dust on wooden, metal and masonry surfaces and other fixtures prior to starting job.</p>	
<p>Installs, tests, trouble shoots and repairs pipe systems designed to conduct flow of hot and cold water, sewage and industrial waste located above, under and on the ground, walls and ceilings.</p>	
<p>大工仕事、左官仕事、塗装業務を行う。作業開始前に、木材、金属、石造りの表面やその他の設備について、古い塗料、錆、汚れ、ほこりを削り取ったり、紙やすりで磨いたりする。</p>	
<p>地上、地下、壁面、天井の上下および表面に設置された、温水・冷水、下水、および産業廃棄物の流れを導くための配管システムの設置、試験、トラブルシューティング、および修理を行う。</p>	

Minimum Qualification / 採用基準

1. Position Title, Number / 職種名、職番:

Painter 塗装工 2206
374 CES/CEOHS 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 and Experience / 知識と職務経験:

- Work experience of painting various object and interior/exterior of structures.
様々な物体の塗装、および建物内外装の塗装業務の経験。
- Knowledge of preparing surfaces of prior to painting.
塗装前の下地処理に関する知識。
- Operate PC and proficient in basic English are desirable.
パソコンの操作ができ、基本的な英語力があれば尚可。

4. License Requirement / 必要免許:

- 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)

4. Others / 必要資格:

- Working at heights, exposed to loud noise, dust, heat, sparks form high-temperature welding, fumes, extreme weather (hot/cold/snow/rain/strong wind), and early morning work schedule.
高所作業、騒音、粉塵、高温、高温溶接による火花、煙、極端な気象条件 (暑さ・寒さ・雪・雨・強風)、および早朝の勤務。

Work schedule :

- 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:

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

Performs major painting duties and responsibilities to include prepares surfaces prior to painting interior and exterior structures, road markings and airfield/runway markings.

Perform and manage the Inventory of tools, materials, solvents, and paint utilizing software programs
Performs minor carpentry assistance to include erects new structures and modifies existing facilities as required.
Performs minor locksmith assistance to include installs lock systems in and on metal and wood door systems.
Performs minor welding assistance to include lays out work plans using blueprints, sketches and/or other written/verbal instructions.
内装・外装構造物、道路標示、および飛行場・滑走路の標示の塗装に先立ち、下地処理を行うなど、塗装業務の主要な職務と責任を遂行する。
ソフトウェアプログラムを活用して、工具、資材、溶剤、塗料の在庫管理を行う。
必要に応じて、新しい構造物の設置や既存施設の改修など、軽微な大作業の補助を行う
金属製および木製ドアシステムへの錠前システムの取り付けなど、軽微な錠前作業の補助を行う。
軽微な溶接補助業務を行う。これには、設計図、スケッチ、および／またはその他の書面・口頭による指示を用いて作業計画を策定することが含まれる。

Minimum Qualification
採用基準

1. Position Title, Number／職種名、職番：
Boiler Plant Operator, #2049
ボイラー装置操作工
374 CES/CEOIH 施設中隊

2. Basic Wage Table, Grade
基本給表、等級：
BWT 2-06 2表6等級

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

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

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

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

Work schedule：

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

Remarks:

- The duty location/section/work schedule may be changed at management's request.
For any questions or concerns, please contact the JN Staffing Section.
監督者からの要求により勤務場所・部署・就業計画が変わる可能性があります。ご質問や不明な点がございましたら人事部雇用課までお問い合わせください。

Main Duties 主な仕事

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

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

Assists the Heating Distribution shop performing maintenance on heating and hot water systems.

各種灯油式ボイラー及び補助装置の準備及びメンテナンスを行う;安全制御装置、レギュレーター、自動装置を監視し;蒸気圧、燃料空気混合比、その他を修正するために、手動調整を行い;工具、機器の予防整備をし;ゲージ、メーターを正確に読み取り、必要に応じてボイラー稼動記録をつけ;班長に稼動状況を報告し、ボイラーの故障及び緊急修理等の不測の事態に対応すべく班長と調整をとる。

安全に作業する;工具、機器、部品、補給品が、良好な状態にあり適切に使用されていることを確認し;危険な状況、事故は、すべて班長に報告する。

暖房、給湯システムのメンテナンスを行い、ヒーティングディストリビューション部の手助けをする。
(意訳)

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 採用基準	
1. Position Title, Number / 職種名、職番: Plumber, #2218 配管工 2218番 374 CES/CEOIU 施設中隊	2. Basic Wage Table, Grade / 基本給表、職番、等級 BWT 2-06 2表6等級
3. Knowledge, Skills, and Experience / 知識、技能、能力: <ul style="list-style-type: none"> • Knowledge and skills to perform maintenance and repair of various type of plumbing system. 様々な配管システムの維持管理や修理を行う知識と技能。 • Understanding of basic level of English Language is desirable. 基礎レベルの英語を理解出来る事が望ましい。 	
4. License Requirement / 必要免許: <ul style="list-style-type: none"> • Current possession of a valid ordinary vehicle driver's license. (Not automatic transmission limited) 現在有効な普通自動車運転免許証(オートマ限定不可) 	
Work Schedule	
<ul style="list-style-type: none"> • Work Hours: 40 hours/ week 勤務時間: 週40時間 • Workdays: Monday-Friday 勤務日: 月曜日～金曜日 • Work Schedule: 730 – 1615 勤務時間: 730 – 1615 	
Remarks	
<ul style="list-style-type: none"> • The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the Civilian Personnel Section. 監督者からのリクエストにより勤務場所・部署・勤務予定表が変わる可能性があります。ご質問やご不明な点がございましたら人事部雇用課までお問い合わせください。 	
Main Duties 主な仕事	
Inspects, maintains and repairs base water systems to include 300K linear feet (LF) of water distribution lines systems and seven sewage lift stations. Maintains, repairs, and inspects fire hydrants, fire suppression systems and backflow prevention devices. Provides technical support to work centers for infrastructure systems and coordinates on multi-craft projects.	
Coordinates with controller for job assignment and provides specific information as to whether job is completed or not.	
300K リニアフィート(LF)の配水管システムと7つの下水リフトステーションを含む、基本給水システムの検査、保守、修理。消火栓、消火システム、逆流防止装置の保守、修理、検査。インフラシステムの作業センターに技術サポートを提供し、複数の技術を要するプロジェクトの調整を行う。	
コントローラと仕事の割り当てを調整し、仕事が完了したかどうかの具体的な情報を提供する。	

Minimum Qualification

- | | |
|--|--|
| 1. Position Title, Number:
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, Number: Meat Cutter, #2174 肉切り工 DeCA/WLXDM 横田カミサリー	2. Basic Wage Table, Grade: 基本給表, 等級 BWT 2-5, 2表 5等級
3. Physical Qualification: 身体的要件 : <ul style="list-style-type: none">Requires lifting or moving heavy objects up to approximately 70 lbs. 約 70 ポンド (35kg) までの重量物を持ち運ぶ作業ができることRequires working in the cold area including refrigerator room. 寒い貯蔵庫など低温の場所での作業がこなせること 4. Others: その他 <ul style="list-style-type: none">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Meat cutting experience is desirable. 業務用精肉のカット経験があると望ましい	
Work Schedule: <ul style="list-style-type: none">Work Hours: 40 hours/ week 勤務時間: 週40時間Work Days: Sunday-Thursday 勤務日: 日曜日～木曜日Work Schedule: 0730 - 1630 勤務時間: 0730 – 1630 * Work schedules are subject to change depending on future assignments and operational needs. 勤務スケジュールは今後の業務内容や運営上の必要性に応じて変更される場合があります。	
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 Local National 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>Cuts, processes meat into retail and ready-to-eat cuts for sale by uses of hand tools and electrical equipment in accordance with established cut and trim practices and policies. Wraps, weighs and displays a variety of meat products. Responds to inquiries from customers with advice for their purchases, cooking methods, temperature to use in preparing meats and/or possible recipes. Maintains adequate shelf stock by obtaining stock from storage area and transporting to shelving or display area. Receives, stores and rotates, bulk meats in refrigerated cooler and freezer.</p> <p>Keeps working area organize, clean, and sanitize with proper temperatures following activity's prescribed procedures. Cleans sanitizes work areas and equipment. Advises supervisor of any safety or potential safety hazards.</p>	
<p>規定のカットおよびトリミングの手順や方針に従い、手工具や電動機器を使用して、肉を小売用や調理済み商品用のカットに加工する。様々な食肉製品を計量、包装し、陳列する。顧客に対応し、購入、料理方法、調理温度/レシピ等に関して助言する。</p> <p>保管場所から在庫を取り出し、棚や陳列エリアへ運搬することで適切に在庫量を維持する。冷蔵/冷凍室において肉類を受け入れ、保管、ローテーションをおこなう。業務規定の手順に従い、適切な温度管理を行いながら、作業エリアを整理・清掃・消毒する。作業エリアおよび機器の清掃・消毒を行う。安全上の問題や潜在的な危険について、上司に報告する。</p>	

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:

Janitor #2145

ジャンター DHA/JLFB000

2. Basic Wage Table, Grade:

基本給表、等級

BWT 2-03 2表3等級

3. Knowledge, Skills and Experience / 知識、技能と経験:

- Work experience of cleaning rooms, offices and facilities.
部屋、事務所や施設清掃の職務経験。
- Experience of cleaning for healthcare provider's facilities is desirable.
医療機関施設の清掃経験があることが望ましい。
- Ability to communicate in fluent Japanese is desirable.
流暢な日本語でコミュニケーションが取れることが望ましい。

4. Physical Qualification / 身体的要件:

- Requires lifting and carrying objects up to approximately 23 kilograms (50lbs).
約23キログラム(50ポンド)程度までの物を持ち運ぶことができること。
- Requires to perform work that needs physical effort, such as frequently pushing carts, carrying objects and also continually walking, bending, stooping, reaching, and standing.
頻繁にカートを押す、物を運ぶ、歩き続ける、屈伸する、前かがみになる、手を伸ばす、または立ち続ける等の作業ができること。

5. Others / その他:

- Must receive vaccination against Flu, Measles, Mumps, Rubella, Varicella, Hepatitis B and Tetanus after the employment date.
雇用後に、インフルエンザ、はしか、おたふく風邪、風疹、水痘、B型肝炎、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: 40 hours/ week 勤務時間 : 週40時間
- Work Days: Rotating Shift シフト制
A: Mon-Fri (Day Off: Sat, Sun) A : 月~金 (休日: 土, 日)
B: Sun, Mon, Thu-Sat (Day Off: Tue, Wed) B : 日, 月, 木, 金, 土 (休日: 火, 水)
C: Sun, Wed-Sat (Day Off: Mon, Tue) C : 日, 水, 木, 金, 土 (休日: 月, 火)
D: Sun-Tue, Fri-Sat (Day Off: Wed, Thu) D : 日, 月, 火, 金, 土 (休日: 水, 木)
- Work Schedule: 7:30 -16:30 (Recess: 1hr) 勤務時間 : 7:30 -16:30 (休憩1時間)

Remarks:

- The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the Civilian Personnel Section.
監督者からのリクエストにより勤務場所/部署/勤務予定表が変わる可能性があります。ご質問やご不明な点がございましたら、人事部雇用課までお問い合わせください。

Main Duties

主な仕事

Performs custodial duties to keep assigned areas in a clean and orderly condition, maintain appearance and cleanliness of facility. Sweeps, scrubs, strips, waxes and polishes floors using dust mops, mops, cloths, brushes, brooms, cleaning solutions and other equipment as necessary. Cleans stairs and stairwell. Cleans Latrine area; sanitizes latrine area and insures sufficient soap and paper towels are available. Vacuums and cleans carpets/mats using vacuum cleaners and carpet cleaners as requested. Moves furniture and supplies to properly clean areas as necessary. Cleans and marks off wall and doors. Keeps furniture, ledges, doorknobs, glass, material fixtures, woodwork, and other surfaces clean by thoroughly cleaning, dusting, or waxing surfaces. Cleans light globes, light bulbs, blinds, air vents and steam pipes. Checks and replaces burnt out light bulbs. Empties waste baskets and reallocates the waste to its appropriate location. Opens and closes windows and blinds and ensures their cleanliness. Insures that cleaning tools are properly stored. Performs heavy janitorial work such as moving heavy and/or bulky packages weighting, furniture or trash containers as required. Utilizes safety practices and procedures following established safety and sanitary rules and regulations, and maintains a safe and clean work environment. Collects infectious waste containers at designated collection points and delivers to collection area for proper storage and disposal. 100% Receives annual/monthly training with regards to cleanness, infection control and other safety related issues of the hospital as necessary. Performs other related or incidental duties as assigned.

割り当てられた場所を清潔で、整頓された状態に保ち、施設の外観及び清潔感を維持するための作業を行う。ダストモップ、モップ、雑巾、ブラシ、箒、洗浄液、その他の掃除用具を用いて床を掃いたり、擦ったり、ワックスをかけたり、磨いたりする。階段や階段の吹き抜けを掃除する。トイレ掃除をする。トイレを清潔にし、石鹸、ペーパータオル等が十分に補充されていることを確認する。必要に応じて掃除機、カーペットクリーナー等を用いてカーペット/マットに掃除機をかけ、清掃する。適切に掃除が行えるよう家具類や備品を必要に応じて移動させる。壁及びドアを掃除する。家具、棚、ドアノブ、ガラス/メタル製取り付け備品、木工品その他を全体的に掃除し、埃を払い、表面にワックスがけをしたりする。電球類、ブラインド類、カバー類、換気口、及びスチームパイプ等の掃除をする。電球の点検及び切れた電球の交換をする。ゴミ箱のごみを片付け、適切な場所に移動させる。窓、ブラインド等の開け閉めをし、窓、ブラインドがきれいであることを確認する。掃除用具を適切な場所に保管する。重い/かさの大きい荷物、家具、及びごみ容器を移動するなどの重労働を行う。既存の安全規定及び規則に従って安全履行、手順を用い、安全で清潔な職場環境を維持する。医療廃棄物の容器を指示された場所で回収し適切な保管、廃棄のため収集場所に運ぶ。100%衛生、感染管理、その他の院内の安全に関連した問題に関して年毎/月毎の訓練を受ける。その他、割り当てられた関連的又は付随的職務を行う。

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
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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
採用基準

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

Animal Caretaker、#2003
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: 40 hours/week
- Sat, Sun and 3 other weekdays
- Work Days: 5 Days per week
- Work Schedule:

08:00-16:45/08:15-17:00/08:30-17:15/09:15-18:00

*Work Schedule may vary

勤務時間: 週40時間

土曜、日曜および平日の3日間

勤務日: 週5日間勤務

勤務時間:

スケジュールは変更される場合があります。

Remarks / その他:

- 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.

Takes care of the animals that are lodged at the facility by following feeding and watering schedules per owner instructions. Observes and makes judgments on the animals for obvious changes in appearance and activity and reports obvious changes to the manager for further instruction.

Administers medication as required by the owner, manager, and/or supervisor. Checks for fleas and ticks, applies flea powder as required. Bathes animals if required. Exercises the pets daily within the grounds of the facility. Ensures that satisfactory sanitary conditions of the facility and vicinity are maintained at all times to ensure the readiness of the facility to receive animals at unscheduled hours and after office hours.

Notifies the pet owner or point of contact to remove the animal from the facility immediately, if the animal becomes ill or endangers the health of other animals. If the animal is vicious and may cause harm to employees and/or other animals, the owner or responsible person will be asked to remove the animal. Receives incoming calls for reservation and appointments for boarding, adoption, and grooming services of the facility.

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。

飼い主の指示による給餌および給水スケジュールに従い、施設に預けられている動物の世話をを行う。動物を観察し、外見や活動の明らかな変化について判断し、状況に応じてマネージャーに報告を行う。

飼い主および／または監督者の要求に応じて投薬を行う。ノミやダニのチェックを行い、必要に応じてノミよけパウダー等を塗布します。必要に応じて動物を入浴させる。施設内の敷地で、毎日ペットを運動させる。予定外の時間帯や営業時間外でも動物を受け入れることができるよう、施設およびその周辺の良好な衛生状態を常に維持する。

動物が病気になった場合、または他の動物の健康を脅かす恐れがある場合、直ちに施設から引き取るようペットの飼い主または連絡先に通知する。

動物が凶暴で従業員や他の動物に危害を加える可能性がある場合、飼い主または責任者に動物の引き取りを求める。施設でのペットの預かり（宿泊）、里親探し、およびグルーミングサービスに関する予約やアポイントメントの電話対応を行う。

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, 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

1. Position Title, Number:
Dental Hygienist, #5016
DHA/JLKB000

2. Basic Wage Table, Grade,
 and LPL:
BWT 5-03, LPL:3

3. Language Proficiency Level (LPL): 3

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

4. Knowledge, Skills, and Abilities:

- Knowledge to examine patient's oral condition and provide dental hygiene treatment.
- Skill in maintaining and sterilizing dental instruments.
- Skill in operating computers and office automation software (e.g., Microsoft Word, Excel, Outlook, etc.) to maintain patient records and confirmation of appointment.
- Ability to conduct training classes of oral hygiene care.

5. License and Certification Requirement:

- Current possession of a Dental Hygienist License.

6. Others:

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

Work Schedule:

- Work Hours: 40 hours / week
- Workdays: Monday - Friday
- Work Schedule: 0700-1600

Remarks:

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

Main Duties

Clean teeth and mouth of patients after examination by a dental officer.

Make appropriate entries in dental electronic records and assist in scheduling and planning appointments.

Instruct patients on proper dental health care and oral hygiene.

Assist the dentist during patient treatment and provide support in other areas of the clinic as needed.

Maintain equipment and ensure the treatment room is kept in a clean condition.

Perform other related or incidental duties as assigned.

Minimum Qualification

1. Position Title: Dental Assistant, #5000 DHA/JLKB000	2. Basic Wage Table, Grade, and LPL: BWT 5-2, LPL: 2
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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 operating computers with office automation software, such as Microsoft Word, Excel, Outlook, etc. to prepare spreadsheets and e-mail.

5. Others:

- A minimum of 6 months of prior experience as a dental assistant is preferred.
- Must receive vaccination against Flu, Measles, Mumps, Rubella, Varicella, Hepatitis B and Tetanus after the employment date.

Work Schedule:

- Work Hours: 40 hours/ week
- Workdays: Monday - Friday
- Work Schedule: 7:00 - 16:00

Remarks:

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

Main Duties

Performs chairside assistance duties during examinations and treatment. Prepares patients for treatment such as reviewing health history.

Preparing instruments and dental treatment room. Cleans treatment area for the next patient in accordance with guidelines.

Schedules appointments and reviews patient charts.

Performs other related or incidental duties as assigned.

Minimum Qualification

1. Position Title, Number:
Administrative Specialist #0010
374 FSS/FSCAE (US EMR)

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. Knowledge, Skills and Work Experience:

- More than one year of work experience in clerical and administrative duties.
- Skills in operating computers with various software, such as Microsoft Word, Excel, Power point, etc.to maintain the record, develop the spreadsheet and so on.
- Work experience in customer service in any field.
- Ability to manage and maintain accurate administration regarding allowance program.
- Ability to handle programs in accordance with applicable law and regulations.

Work Schedule:

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

Remarks:

- Period of Limited Term: Not to exceed 12 months *subject to change
- The duty location/ section / work schedule may be changed at management's request.
 For any questions or concerns, please contact the JN Staffing Section

Main Duties

Performs various duties to maintain accurate administration and execution of the US Overseas Allowance Program. Maintains accurate and current data in personnel system on entitlements of allowances. Coordinates with other Civilian Personnel Offices and/or civilian pay representatives to ensure proper data and timely payments. Provides information and guidance to employees, supervisors, and managers on the overseas allowance program.

Processes all routine and non-routine allowances. Researches Joint Travel Regulations and Department of State Standardized Regulations to determine allowances. Receives requests, reviews to ensure complete information is provided and makes the initial determination.

As Primary Record Custodian for the Travel and Allowance unit, files, updates, maintains, establishes, and completes all aspects of filing system.

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:
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:
Bartender, #2200
374FSS/FSBC-YG (Chili's Grill and Bar)

2. Basic Wage Table, Grade and LPL:
BWT 2-04, 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:

- Basic knowledge and skill to mix and serve all types of alcoholic and/or non-alcoholic beverage for customers.
- Experience in customer services in any field.

5. Physical Qualification:

- Ability to lift and carry objects up to 40 pounds (approx.18kg).

6. Others:

- Work experience of Bartender is desirable.
- Requires obtaining Food Handler's Certificate and/or taking food handler's training.

Work Schedule:

- Work Hours: 20+ hours / week
- Work Days: Varies (Shift work)
- Shift Patterns: Shifts will be scheduled within the following timeframes:
 Sunday – Tuesday: 16:30 – 21:30
 Wednesday – Thursday: 10:00 – 13:30
 Friday – Saturday: 16:45 – 22:30

*Note: Work days and hours are subject to change depending on the workload.

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 Local National Staffing Section.

Main Duties

Mixes and serves all types of alcoholic and non-alcoholic beverages for the customers by following a variety of established recipes and caters to their specific requests. Delivers beverages to bar waiters or serves directly to the patron when necessary. Washes glasses and other equipments; prepares garnishes for mixed alcoholic beverages. Assists in stocking the bar and serves for catered functions from the service bars or from portable bars. Collects established price amount for the served beverages via cash or credit card; operates the cash register to ensure that the collected money is stored and calculated accordingly. Ensures that the cleanliness of the area is maintained, that the floor is free of empty glass and bottles during and after their assigned shift; empties all trash receptacles as necessary. Prepares the cashier's report of all sales made during assigned shift.

Conducts inventories to keep track of shelf-life dates; inspects boxes, bottles, etc. to determine any damage to stored products.

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:
Service Worker (C), #2116
374FSS/FSBC-YD (Chili's Grill and Bar)

2. Basic Wage Table, Grade and LPL:
BWT 2-02, 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:

- Ability to frequently lift and move objects up to 40 pounds (Approx. 18kg).

5. Others:

- Requires obtaining Food Handler's Certificate and/or taking Food Handler's Training.

Work Schedule:

- Work Hours: 2 Positions of 20+ hours/ week
3 Positions of 19 hours or less/ week
- Work Days: Varies. Shifts will be scheduled within the following timeframes:
- Shift Patterns: Pattern A: 20+ hours / week (2 Positions)
 - Sunday, Tuesday, Thursday, Friday: 8:00 - 13:15 OR
 - Sunday, Monday, Wednesday, Thursday: 16:30 – 22:00
 - Saturday: 16:45 – 23:00
 Pattern B: 19 hours or less / week (3 Positions)
 - Sunday – Saturday: 8:00 - 11:00

*Note: These positions do not have a set schedule. Work days and hours are subject to change depending on the workload.

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 JN Staffing Section.

Main Duties

Sets up and operates dishwashers, performs preventive maintenance and cleaning. Separates food waste and trash from dishes, glasses and silverware in dishwashing area. Scrapes, soaks, scours and scrubs bowls, pots and pans. Also performs heavy duty cleaning tasks such as ceilings, exhaust hoods, under and behind kitchen equipment, washes floors and walls, walk-in refrigerators and freezers, sanitizes garbage cans.

Sets up cafeteria lines, steam tables, dining room tables, and side service stands with hot and cold food items including meats, vegetables, salads, desserts, bread, butter and beverages.

Sorts, washes, peel and cuts fresh fruits and vegetables. Assembles and tosses fresh fruit or green salads in quantity using prepared dressings, serves into standard serving sizes. Makes cold sandwiches using prepared ingredients. Makes coffee, tea and other beverages.

Minimum Qualification

- | | |
|--|---|
| 1. Position Title, Number:
Waiter/Waitress, #2143
374FSS/FSBC-YD (Chili's Grill and Bar) | 2. Basic Wage Table, Grade and LPL:
BWT 2-02, 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:

- Ability to frequently lift and carry objects up to 20 pounds (Approx. 9kg).

5. Others:

- Requires obtaining Food Handler's Certificate and/or taking Food Handler's Training.

Work Schedule:

- Work Hours: 20+ hours/ week
- Work Days: Varies (Shift work)
- Shift Patterns: Shifts will be scheduled within the following timeframes (no recess):
 - Sunday, Monday, Friday: 16:45 – 21:30
 - Wednesday, Saturday: 16:00 – 20:30
 - Tuesday, Thursday 11:00 – 14:30

*Note: This position does not have a set schedule. Work days and hours are subject to change depending on the workload.

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 JN Staffing Section.

Main Duties

Serves as a waiter/waitress at the restaurant, providing service requiring rigid standards of efficiency. Secures clean linen and silverware, depending on the menu and food to be served. Sets assigned tables, spreading clean linens and placing glasses, condiment holders and silverware on table to ensure that dishes, glasses and silverware meet cleanliness standards, and that linens are spotless and condiment containers are filled. Receives guests and takes orders. Writes guests' orders or enters into food computers, and answers routine questions regarding food and beverages. Makes cashier's report after sales. Observes and adheres to safety and sanitation rules and regulations while on duty.

Wipes glasses and silverware. Removes, sorts, records, and packs soiled pieces of table linen for laundry. Performs cleaning duties such as sweeping, mopping, and so forth, in assigned area or cleaning entryways. Wash dishes when necessary.

Minimum Qualification

1. Position Title, Number:
**Supervisory Transportation Rate Specialist, #0449
 DFAS/JRJD**

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

3. Language Degree (LD) Requirement Level (LPL): 3

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

4. Knowledge, Skills, and Experience:

- One year of specialized technical or administrative work experience equivalent at BWT 1-5 level in related field, or completion of bachelor's degree in related field.
- Skills to communicate and advise customers for applicable programs in accordance with regulation and policies.
- Skills to monitor and maintain the accuracy of finance and accounting records.
- Ability to plan and assign work to be accomplished by subordinate employees and brief supervisor on status of work process.
- Ability to handle Japanese language (verbal and written).

Remarks:

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

Work Schedule:

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

Main Duties

Plans, organizes, and directs the activities of the responsible branch to ensure all work is conducted in accordance with standards and guidelines established by policies and procedures promulgated by Congress, Office of Management and Budget (OMB), Government Accountability Office (GAO), Department of Defense (DoD), and Defense Finance and Accounting Service (DFAS) to sufficiently meet customer needs. Reviews and examines procedures used in daily operations.

Communicates with transportation service providers, contracting officers, traffic management officers, and accounting and finance/fiscal officers to provide information/advice on fiscal law changes and/or policies that impact payment procedures accordingly.

Selects or recommends selection of candidates for vacancies, promotions, details, and reassignments in consideration of skills/qualifications and mission requirements.

Performs other related or incidental duties as assigned.

Minimum Qualification

1. Position Title, Number :
Forklift Operator, Foreman-A, #2111
374 LRS/LGRMSS

2. Basic Wage Table and LPL :
BWT 2-7, LPL: 1

3. Language Proficiency Level (LPL): 1

LPL	TOEIC	ALCPT(LD)	ALCPT	TOEFL			CASEC	EIKEN
		~8 Feb 16	8 Feb 16~	PBT	CBT	iBT		
1	400-549	51-65	65-74	430-459	120-139	40-49	475-559	Pre-2nd

4. Knowledge, Skills, and Abilities:

- More than two years of actual work experience in operating of electric or gasoline powered 4K and 10K forklifts for loading and unloading supplies.
- Ability to serve as a working leader and act as a primary liaison between the team and the supervisors.

5. License Requirement:

- Must have Ordinary Vehicle Driver's License (Not automatic transmission limited).
- Must have Large Special Sized Vehicle Driver's License.
- Must have Forklift Operator's Certificate (3 ton and over).

6. Physical Qualification:

- Requires heavy lifting and physical exertion up to 40 pounds (18 kilograms).
- Ability to work in adverse working conditions, including exposure to severe weather, traffic hazards, and potential injury from falling or dropped supplies.

Work Schedule:

- Work Hours: 40 hours / week
- Work Days: Monday-Friday
- Work Schedule: 07:15-16:00

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

1. Working Leader (Foreman-A) Duties

Serves as a Working Leader for up to four Local National (LN) employees. Distributes and assigns daily tasks, sets the work pace, and works alongside the crew to ensure mission accomplishment. Acts as the primary liaison between the team and the supervisor, obtaining necessary instructions, reporting on work progression, and addressing operational issues.

2. Forklift & Material Handling Operations

Operates various electric and gasoline-powered forklifts to move, load, unload, transfer, and stack heavy supplies inside and outside the warehouse. Offloads commercial and military vehicles, including tractor-trailers, sea-vans, and flatbeds, often maneuvering in confined spaces and on permanent or portable ramps.

3. Warehouse Operations & Facility Upkeep

Performs general warehouse operations, including segregating and storing materials in proper areas in accordance with established storage and handling procedures. Directs and performs routine facility upkeep and conducting minor repairs and preventative maintenance on facilities and equipment.

Minimum Qualification

採用基準

1. Position Title、Number／職種名、職番、部隊：

Automotive Mechanic 自動車機械工
374LRS/LGRVM 装備即応中隊

2. Basic Wage Table

基本給表、等級：
BWT 2-7 2表7等級

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

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

4. License Requirement／必要資格等：

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

5. Physical Qualification／身体的要件：

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

6. Others／その他：

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

Work Schedule:

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

Remarks:

- The duty location / section / work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.
監督者からの要求により勤務場所・部署・就業計画が変わる可能性があります
ご質問や不明な点がございましたら人事部雇用課までお問い合わせください

Main Duties

主な職務内容

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

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

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

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

Minimum Qualification / 採用基準

1. Position Title, Number/職種名、職番:
Carpenter Finish 仕上げ大工 2057
374 CES/CEOHS 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 and Experience / 知識と職務経験:

- Experience in carpentry duties to erect new wooden structures and repair existing facility.
木造建造物の新築や既存施設の修繕を行う行う大作業の経験。

4. Others / 必要資格:

- Performing duties at heights, exposed to loud noise, dust, heat, sparks from high-temperature welding, fumes, may consist of asbestos containing materials, extreme weather, and early morning work schedule.
高所での作業、騒音、粉塵、高温、高温溶接による火花、煙への曝露、アスベスト含有材料の取り扱い、過酷な気象条件、早朝の勤務シフトなどが含まれる場合がある。

5. License Requirement / 必要免許:

- 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)

Work schedule :

- Work Hours: 40 hours / week 週40時間
- Work Days: Mon - Fri 月～金曜日
- Work Schedule: 730-1615 7:30-16:15

Remarks:

- 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

Performs major finish carpentry duties and responsibilities requiring precision carpentry skill to include erects new structures and modifies existing facilities as required. Cuts and installs walls, wall board, ceiling tiles, floor tiles and wall tiles.

Performs minor painting assistance to include prepares surfaces prior to painting interior and exterior structures, road markings and airfield/runway markings.

Performs minor welding assistance to include lays out work plans using blueprints, sketches and/or other written/verbal instructions.

Accomplishes safety tasks as follows: Responsible for conducting safe work operations for self, coworkers, customers, and pedestrians.

精密な大工技術を要する主要な仕上げ大工作業を担当し、必要に応じて新構造物の建設や既存施設の改修を行う。壁、壁板、天井タイル、床タイル、壁タイルの切断および取り付けを行う。

塗装作業の補助業務（内装・外装構造物、道路標示、飛行場・滑走路標示の塗装前の下地処理を含む）を行う。

溶接作業の補助業務（設計図、スケッチ、および／またはその他の書面・口頭による指示を用いて作業計画を策定することを含む）を行う。

以下の安全業務を遂行する：自身、同僚、顧客、および歩行者の安全を確保するための作業を実施する責任を負う。