

MLC/IHA Position Vacancy Announcement

Civilian Human Resources Office
Marine Corps Installations Pacific-MCB Camp Butler
U.S. Marine Corps

MLC/IHA 求人募集

海兵隊 民間人人事部

How to Apply (応募方法)

- When submitting hard copy application (履歴書を投函する)

Hard copy application package(s) are accepted at drop box located at Camp Foster, Bldg#495.

直接履歴書を投函される方は、キャンプフォスターBuilding 495 に設置されている履歴書投函箱で受付しております。

- Email submissions (メールで履歴書を提出する場合)

Submit to mcipac_chro_jn_empl@usmc.mil に提出

- Email subject must contain job title and PWO#
メールの (Subject) 件名 には応募する職種名と PWO# を記載して下さい。
- Submission is limited to 3 PDF files including resume and attachments.
添付書類は PDF (3 個以内) で提出をお願いします。

- Application forms 履歴書用紙 :

MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire Forms may be found at the link below. 求人案内、履歴書は下記リンク参照

<https://www.mcipac.marines.mil/Staff-and-Sections/Principal-Staff/Civilian-Human-Resources-Office/JN/JN-Staffing/>

- Note (注意事項)

- Application with required documents must be submitted to LN Employment Unit, CHRO no-later-than 16:30 of the announcement closing date for either hard copy or email. Incomplete applications and application packages missing required document will not be processed.
応募を希望する従業員は締切日の 16:30 までに人事部 MLC/IHA 雇用係 (メールによる応募も同様) に提出して下さい。不備のある書類は受け付けられません
- Applications are subject to screening prior to referrals and only individuals selected for interview will be contacted. Your application package will not be returned once submitted.
書類選考の上、被面接者のみにご連絡致します。提出された応募書類の返却はいたしません。
- For more information: LN Employment Unit, phone: 645-3370/098-970-3370 or email to: mcipac_chro_jn_empl@usmc.mil
お問合せは MLC/IHA 雇用係 (645-3370/098-970-3370) 又はメール mcipac_chro_jn_empl@usmc.mil までご連絡下さい。

Amendment: "Organization name"

Announcement No. 46-24		18 Mar24	
PWO #: 039	Position: Engineer (Architectural), #541, BWT-1, Grade-8, LPL-4		
MLC F/T Permanent	Number of position(s): 1	Location: Camp Foster	
Organization: G-F Div, Public Works Br., Asset Management Section			
Area of consideration 募集範囲: Okinawa Wide (MLC/IHAs employed in Okinawa) 沖縄県内にて雇用されている全 MLC/IHA 従業員		Closing date: (提出期限) 26 Mar 24	
Summary of duties: Develops and reviews engineering design criteria including complicated and large state-of-the-art projects such as headquarters, hazardous/flammable handling facilities, large automotive maintenance shops, aviation maintenance shops, community centers, education centers, schools, complex malls, dining facilities, hospitals, upgrading electrical, mechanical, and communication systems, etc. Ensures that documents are technical correct and contain sufficient guidance for detailed engineering designs for additions and new facilities. Evaluates technical quality and adequacy, clarity of content, fulfillment of requirements and adequacy of facilities support. Performs engineering studies of each design to comply with both U. S. and Japanese current regulatory requirements such as MIL-HDBKs, DoD Japan Environmental Governing Standard, Uniformed Building Code, ASHRAE, Illuminating Eng Society HB, NFPA, Japanese Architectural and Construction Law, Environmental Safety Reg of Japan, Fire Service Law of Japan, DFAA Design Specifications, Japan, Industry Standards, etc. Coordinates and manages the review and evaluation of engineering plans and contract specifications prepared by GOJ (DFAB) or construction/engineering firms to ensure identification of discrepancies including inadequacies in structure, systems, and functional or performance reliability, as in the case of mechanical systems, and relationships to American standards and requirements. Assure discrepancies or inadequacies are corrected and plans revised prior to actual construction. Reconciles differences in the interpretation of intent and requirements with comprehensive knowledge of functional use of each facility during construction and ensures that acceptable Marine Corps facilities are being produced. Performs final inspection of facilities and systems constructed and ensures correction of non conformities identified. As the representative of Marine Corps, coordinates planning, design, and construction of facilities projects to be accomplished by the GOJ under JFIP. Evaluates technical data, mission requirements, and operational information used in preparation of Form 22 and criteria packages: prepares correspondence regarding plans; obtains required approval/waiver of criteria as necessary; makes exceptional technical judgements to resolve controversial issues; and responsible and accountable for the results of the judgements made. Determines, accomplishes, and coordinates milestones for each project such as programming documents, siting approval, preparation and review of criteria packages, design request submissions, and construction schedules; monitors project construction status and presents program and project status to all U.S. military commands and GOJ agencies. Also, consults with top engineers of GOJ and other services and officials concerned and initiates action as necessary to ensure on-base facilities are constructed, operated and maintained in compliance with current regulatory requirements. The incumbent has frequent personnel contacts with commanders and Staff Officers of tenant agencies, headquarters, and higher echelon Marine Corps/Navy engineering personnel, U. S. Army Corps of Engineers Project Managers, representatives of Japanese construction and engineering firms, and other personnel. Contacts frequently involve negotiation of controversial or difficult to solve issues/differences which arise with the GOJ or other U. S. military services. Coordinates with Army Corps of Engineers personnel who provide technical assistance and field directions to the GOJ. Maintains liaison with local government agencies and private industries/organizations concerning facilities matters and construction projects affecting MCB Camp. S. D. Butler to ensure that these facilities and projects do not seriously jeopardize the Base's capabilities to carry out its mission. Provides accurate translations of U. S. and Japanese engineering laws, regulations, and other engineering technical publications as necessary. Also provides accurate interpretation for technical engineering meetings involving representatives of the Host Nation governments or other Japanese-speaking parties.			
Qualification Requirements 資格条件 1. Must possess English language ability meeting the Language Proficiency Level (LPL) 4. 2. At least one year of specialized technical or administrative work experience equivalent at 1-7 level in the related work. 3. Must be a college or university graduate with specialized education in civil, electrical, mechanical engineering, or architecture; OR must possess an official engineering or architectural license, e.g., First or			

Second Class Kenkuchikushi (Architecture/Civil Engineer), Kenchiku Setsubishi (Mechanical/Electrical Engineer) or Gijutsushi (Consulting Engineer), etc.

4. Must have a GOJ Ordinary Driver's License (Futsuu) with gross vehicle weight less than 3.5 tons.
5. Knowledge of state-of-the-art building designs, modern technologies and the processes used to guide Host Nation funded construction projects from start to finish, including planning, programming, design, and construction phases.
6. Skills to collaborate and communicate effectively and professionally in person, electronically/virtually, and /or by telephone, with US stakeholders and GOJ officials.
7. Ability to represent the USFJ Command Engineer in meetings to gather and analyze information and apply sound judgement to develop appropriate courses of action to resolve critical engineering issues.
8. Ability to maintain physically fit to conduct site visits to active construction sites.
9. Ability to travel to attend training, meetings, or conferences.
10. Ability to work overtime or temporarily adjust work schedule when required/directed.
11. Must be able to speak, read and write Japanese and translate to/from English.

Work Schedule: (Mon-Fri): 0730-1630

Required documents/提出書類 :

1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire: 履歴書&質問票
2. Copy of English Proficiency Test if obtained: 英語の語学能力を証明する書類のコピー
3. Copies of certificates/licenses: 資格証、卒業証書、免許証等のコピー

注：以上の資格証のみを提出してください

LANGUAGE PROFICIENCY LEVEL (LPL)

語学能力級

職務で必用とされる LPL レベルは下記をご覧ください。

Please see the below for the English Language Proficiency Level (LPL) required of the position:

LPL	TOEIC	ALCPT	TOEFL (PBT) Paper Based Test	TOEFL (CBT) Computer Based Test	TOEFL (iBT) Internet Based Test	CASEC	EIKEN 英検
4 – Exceptional 特段の能力を要する	860 ~ 990	NA	600 ~	250 ~	100 ~	NA	1st
3 – Fluent 流ちょうな能力を要する	730 ~ 859	90 ~ 100	550 ~ 599	210 ~ 249	80 ~ 99	870 ~	Pre-1st
2 – Average 平均的能力を要する	550 ~ 729	75 ~ 89	460 ~ 549	140 ~ 209	50 ~ 79	560 ~ 869	2nd
1 – Elementary 初歩的な能力を要する	400 ~ 549	65 ~ 74	430 ~ 459	120 ~ 139	40 ~ 49	475 ~ 559	Pre-2nd
Pre-1 – Minimal 最小限の能力を要する	350 ~ 399	40 ~ 64	NA	NA	NA	NA	3rd
0 – No language proficiency 語学能力を要さない							

2016 年 2 月 8 日以前より継続雇用されている MLC/IHA 従業員で、2016 年 2 月 8 日以前に発行された EPT (English Proficiency Tests) 試験結果をお持ちの方は、その試験結果の語学級レベルが現 LPL レベルとして考慮されます。

For current MLC/IHA employees who have been continuously employed since before 8 February 2016 and possess EPT test (English Proficiency Tests) result dated prior to 8 February 2016, the attained level will be “grandfathered” and honored as the employee’s current LPL.