

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

Vacancy Announcement/求人広告

ATTENTION

求人募集のウェブサイトリンクが変わりました。
Vacancy Announcement Website Link has been updated

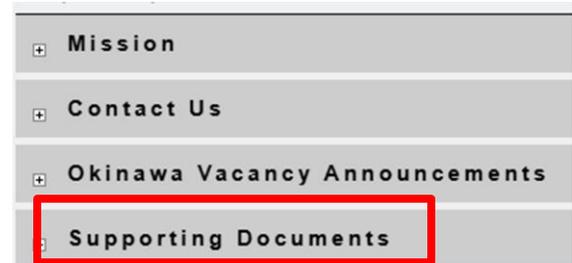
Application forms 履歴書用紙 :

MCIPAC/CHRO/MLC-IHA 12300/2(Rev 9/25) & Questionnaire

NEW URL : <https://www.mcipac.marines.mil/Staff-and-Sections/Principal-Staff/Civilian-Human-Resources-Office/#In-employment-unit>

Forms may be found at the link or QR code above. If you are unable to open the file, please save it to your desktop.

上記リンクまたはQRコードからダウンロードできます
ファイルを直接開けない場合は、デスクトップに保存してから開いて下さい..



↑ Application Form 履歴書はこちら

How to apply 提出方法

① Hard copy submission (履歴書投函)

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。

② Email submissions (メール提出)

Submit to mcipac_chro_jn_empl@usmc.mil

上記メールアドレスに提出

- 1) 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。
- 2) 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。

Due to network instability, we recommend to submit hard copy.
ネットワークが不安定な為、ハードコピーでの提出をお勧めしております。

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 雇用係に (メールによる応募も同様) 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
 お問い合わせは 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。

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.

Announcement No.39-26		
PWO #: 173	Position title: Sheetmetal Worker, #2263, BWT-2, Grade-7, LPL-0	
MLC F/T Permanent	Number of position(s): 1	Location: Camp Foster
Organization: G-F Div, FMB, M&R Sec., Mechanical Trades Unit		
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) 31 Mar 26
Summary of duties:		
<p>a) Plans, lays-out, forms, constructs, fabricates, assembles, repairs, modifies, and installs sheet metal parts, items, components, and assemblies from various kinds of metal, such as aluminum and aluminum alloys, honeycomb material, stainless steel, galvanized, black iron, copper, and brass sheets with easily constructed fastenings such as single and double hem edges and single, double, or grooved seams. Items fabricated include such items as deflectors, drip pans, straps, containers, heating, air conditioning and ventilation (HVAC) ducting, conduits, louvers and other items and systems with combined straight and curved edges or irregular curves and planes.</p> <p>b) Work assignments are received by written work orders and detailed oral instructions from the Shop Foremen or U.S. Supervisor. The work consists of recurring steps involved in the disassembly or reassembly of parts, subassemblies, and larger components. Specifications are clearly described or patterns and/or templates are provided in the work orders or instructions. On routine assignments they determine work methods and tools necessary to accomplish the assignment based on standard methods and procedures. Completed work is checked for compliance with instructions, specifications, and standardized shop practices and procedures.</p> <p>c) Fabrication and maintenance work involves developing and laying out patterns; including cutting, forming, joining, assembling, and installing items and systems using complex shop mathematics and principles to determine curves, angles, and pitch.</p> <p>d) Performs work using complex templates and patterns to shape, construct, and assemble objects with combined shapes such as rectangular, cylindrical, tapered, or truncated cones, combining the least number of seams and amounts of metal. This work requires knowledge of arithmetic to calculate and scribe patterns and the application of radial and parallel line development and triangulation principles.</p> <p>e) Utilizes complex hand and power machines such as slip roll forming machines, box and pan brakes, finger brakes, shears, punches, rotary machines, band and circle saws, crimpers, and beadina machines to fabricate and manufacture sheet metal components. Parts are typically joined by seaming, bolting, screwing, riveting, tacking, soldering, spot welding or fastening with metal ties and screws.</p> <p>f) Performs preventive maintenance inspections and maintenance on real property to include buildings, structures, machines, and equipment such as roll-up shutter type doors, and ventilation fans. Responsible for installing typhoon straps and tie downs as necessary on roof top equipment.</p> <p>g) Maintains dimensional accuracy while performing sheet metal fabrication work by using measuring instruments such as calipers, height, depth, dial, and screw pitch gauges, pocket rules, hook rules, flexible and semi-flexible rules, compasses, protractors, and other hand measuring plans and patterns.</p> <p>h) Utilizes a variety of standard and specialized hand and power tools including punches, drill motors, chisels, hammers, mallets, hand snips, pneumatic riveters, screwdrivers, tape measures, adjustable wrenches, hack saws, torch sets, drill presses, grinders, etc. to complete maintenance, repair, installation, and fabrication work.</p> <p>i) Workers are required to clean and maintain all tools, machinery, and equipment utilized/associated with the Sheet Metal Worker trade.</p> <p>j) Performs both acetylene torch and electric arc welding on a variety of metals and their alloys such as copper, brass, aluminum, steel, iron, and stainless steel in sheet, bar, rod, and tubing form using acetylene welding equipment and electric welding generators.</p> <p>k) Plans and lays out work from blueprints, sketches, technical drawings, work orders, samples, templates, oral instructions, or other specifications</p> <p>l) Responsible for cleanliness and good housekeeping of the equipment, machine shop areas, and assigned work site during performance of inspection and repair work.</p> <p>m) Maintains all required inspection logs and records.</p>		

Qualification Requirements 資格条件

1. Applicants with more than 3 years of sheet metal work experience are preferred.
板金作業経験3年以上の方が望ましい。
2. Prior experience in sheet metal work is an advantage.
板金作業の経験があることが望ましい。
3. Arc welding and gas welding licenses are mandatory.
アーク溶接、ガス溶接の免許は必須
4. Must be able to work overtime when necessary.
必要に応じて残業ができること。
5. Must possess a valid driver's license (both automatic and manual transmission).
普通自動車運転免許を所持していること。(AT限定は不可)
6. Basic English communication skills are desirable.
基礎的な英語でのコミュニケーション能力があることが望ましい
7. Must be in good health.
健康である事。

Work Schedule : Mon-Fri 07:30-16:30

Required documents/提出書類 :

1. MCIPAC-MCBB/CHRO/MLC-IHA 12300/2(Rev 9/25) & Questionnaire: 履歴書&質問票
2. Copy of the GOJ Driver's license. 運転免許証のコピー
3. Copy of the required certificates/licenses. 必要とされる資格等のコピー